Volume

5

# Expedient User Manual – Banking Module

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# BANKING INTRODUCTION

Expedient software contains the Banking Module. The Banking Function allows users to physically pay Creditors, and process Cash Receipts and Direct Cheques from Debtors.

## Cash Receipt Process

The below diagram highlights the possible scenarios for processing Debtors Payments within the Expedient System. The Debtors and Banking Functions are used to perform these operations.

**Note:** The red Text boxes are Expedient Menu items that you need to use to perform the various functions.

## Cash Receipt Scenarios

**1. Customer Pays a Disbursement Invoice in Full.** Can either a Local Currency or Foreign Currency.
**2. Customer Part Pays an Invoice** - Part Pay $50 for $100 invoice – Invoice will remain "open"
**3. Customer Over Pays an Invoice** - Mark $110 against $100 invoice (over pay $110) then on statement it read $10 overpaid on invoice)
**4. Banking a Cheque without a Debtors Invoice being raised -** Add cash receipt for chq amount with no invoice – money goes to On Acct.
**5. You are Banking a Cheque without knowing what invoice the customer is paying -** Add cash receipt for chq amount with no invoice – money goes to On Acct.
**6. Customer Payed Invoice 2nd Time -** Reinstate invoice (comes up with nil balance then enter 2nd amount. They are now in credit for that invoice)
**OR** Put debtor amount on account (lose ability to break down

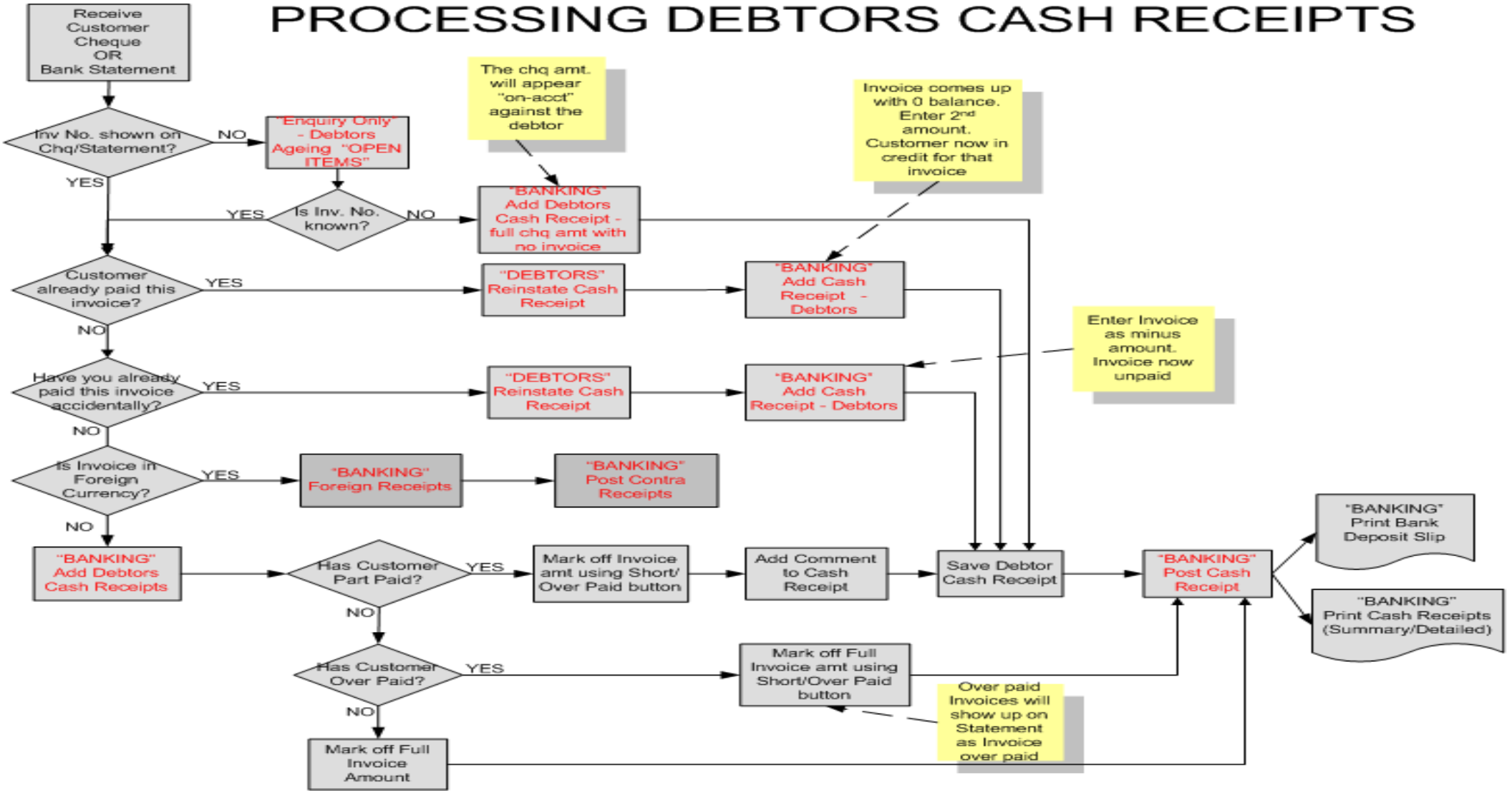
**Nil Cash Receipt**

* When you have invoice for $100 and credit note for $100 – want to cancel the two out

**OR**

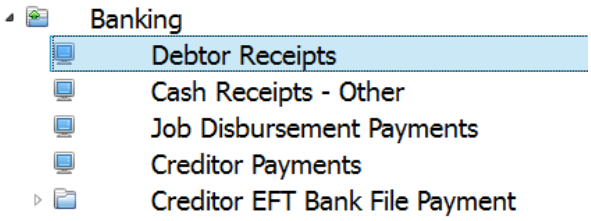
* Invoice for $100 and on acct amount credit $100

# PROCESSING DEBTORS CASH RECEIPTS


Receive Customer Cheque OR Bank Statement
Inv No. shown on Chq/Statement?
NO
"Enquiry Only" - Debtors Ageing "OPEN ITEMS"
YES
Is Inv. No. known?
YES
NO
The chq amt. will appear "on-acct" against the debtor
"BANKING" Add Debtors Cash Receipt - full chq amt with no invoice
Invoice comes up with 0 balance. Enter 2nd amount. Customer now in credit for that invoice
Customer already paid this invoice?
YES
"DEBTORS" Reinstate Cash Receipt
"BANKING" Add Cash Receipt - Debtors
NO
Have you already paid this invoice accidentally?
YES
"DEBTORS" Reinstate Cash Receipt
"BANKING" Add Cash Receipt - Debtors
Enter Invoice as minus amount. Invoice now unpaid
NO
Is Invoice in Foreign Currency?
YES
"BANKING" Foreign Receipts
"BANKING" Post Contra Receipts
NO
"BANKING" Add Debtors Cash Receipts
Has Customer Part Paid?
YES
Mark off Invoice amt using Short/ Over Paid button
Add Comment to Cash Receipt
Save Debtor Cash Receipt
"BANKING" Post Cash Receipt
"BANKING" Print Bank Deposit Slip
"BANKING" Print Cash Receipts (Summary/Detailed)
NO
Has Customer Over Paid?
YES
Mark off Full Invoice amt using Short/Over Paid button
Over paid Invoices will show up on Statement as Invoice over paid
NO
Mark off Full Invoice Amount

# Debtors Receipts

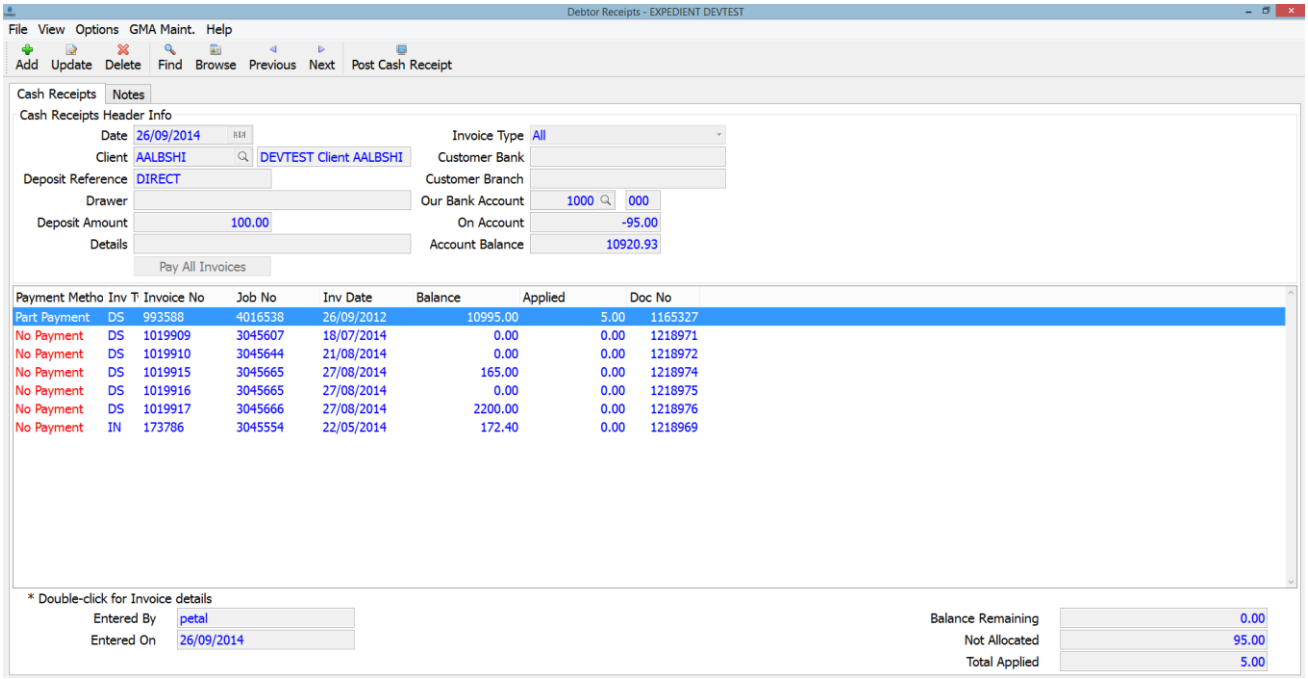
When you receive a cheque or bank statement from a Debtor - (as a result of invoicing them via the Debtors Menu), you will need to go to the Banking Menu, Debtors Receipts. See Below:



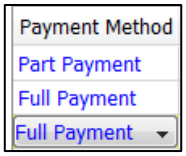
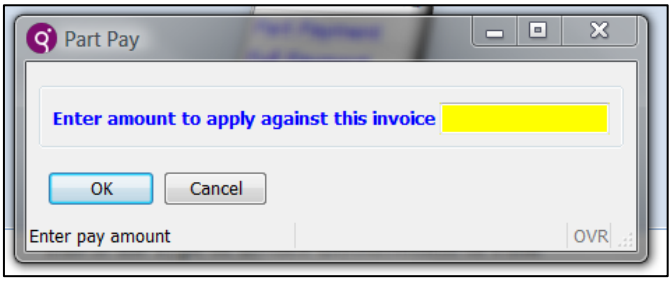

## Creating a Debtors Receipt

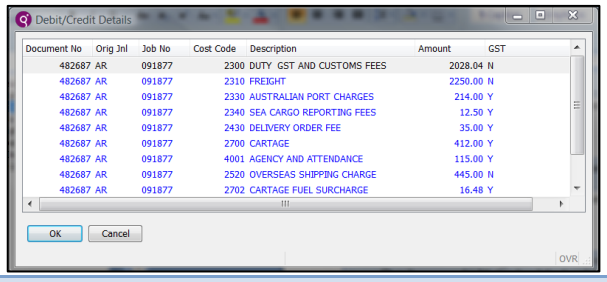
By clicking the

button or typing A will place the cursor in the input screen in Add Mode.


Debtor Receipts - EXPEDIENT DEVTEST
File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Post Cash Receipt
Cash Receipts Notes
Cash Receipts Header Info
Date 26/09/2014
Client AALBSHI DEVTEST Client AALBSHI
Deposit Reference DIRECT
Drawer
Deposit Amount 100.00
Details
Pay All Invoices
Invoice Type All
Customer Bank
Customer Branch
Our Bank Account 1000 000
On Account -95.00
Account Balance 10920.93
Payment Metho Inv T Invoice No Job No Inv Date Balance Applied Doc No
Part Payment DS 993588 4016538 26/09/2012 10995.00 5.00 1165327
No Payment DS 1019909 3045607 18/07/2014 0.00 0.00 1218971
No Payment DS 1019910 3045644 21/08/2014 0.00 0.00 1218972
No Payment DS 1019915 3045665 27/08/2014 165.00 0.00 1218974
No Payment DS 1019916 3045665 27/08/2014 0.00 0.00 1218975
No Payment DS 1019917 3045666 27/08/2014 2200.00 0.00 1218976
No Payment IN 173786 3045554 22/05/2014 172.40 0.00 1218969
* Double-click for Invoice details
Entered By petal
Entered On 26/09/2014
Balance Remaining 0.00
Not Allocated 95.00
Total Applied 5.00

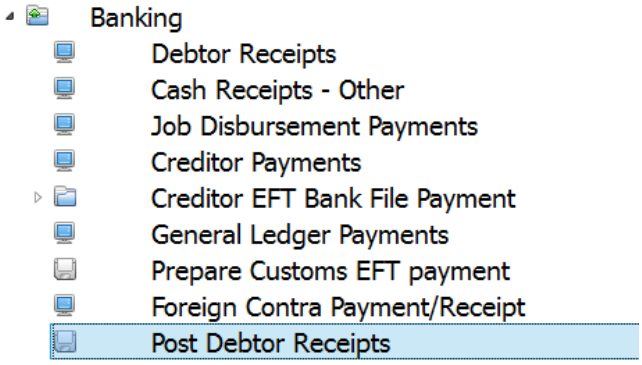
| Field Name | Description | Validation | Default |
|---|---|---|---|
| | **Header** | | |
| Date | This is the date of the Cash Receipt | Mandatory | Today |
| Invoice Type | This drop down box allows you to filter the invoices that appear in the detail lines for invoice types of Disbursements, Finals or All | Optional | All |
| Client | This is the Customer Code in which you are adding the Cash Receipt for | Mandatory | Blank |
| Deposit Reference | Enter the Reference Number in which the customer has presented you with | Mandatory Alphanumeric | CASH |
| Deposit Amount | This is the Deposit Amount in which the customer has presented you with<br>Note: If you only want to pay off the On Account Amount you can leave this as $0.00<br>If you leave the Cheque Amount you cannot Select the Pay all Invoices Dropdown to Yes. | Mandatory | 0.00 |
| Details | Enter the description of the payment received | Optional | Blank |
| Pay All Invoices? | This allows you to pay all of the invoices for the Cheque Amount you have entered. For example if you enter a Cheque amount of $ 10,451.43 and you have 10 invoices to pay, selecting the Pay All Invoices to Yes will automatically pay the oldest invoices that total to that amount. If 2 of the oldest invoices happen to be that exact amount then the system will auto pay those 2 invoices.<br>Selecting No will not perform any function, and will allow you to select the payment method in the detail lines.<br><br>**Note:** The cheque amount must be greater than zero to select Y to Pay all invoices. | Optional | No |
| On Account | This is the amount in which the customer has On Account. i.e.: the amount of money in which we owe him. Display Purposes only | N/A | On Acct Amount |
| Account Balance | This is the amount in which the customer owes us, minus the On Account Amount. | N/A | Account Balance – On Acct Amount |
| Customer Bank Branch | These are the bank details which are pulled from the Customers Master File. This is for display purposes and print on the bank deposit slip | N/A | Pulled from Customer Master File |

| Field Name | Description | Validation | Default |
|---|---|---|---|
| Our Bank Account | This is the bank account in which you are paying the money into. You can click on the to search for all Bank Accounts in the Master File | N/A | Pulled from Bank Account Masterfile |
| | **Detail** | | |
| Payment Method | This allows users to either Part Pay the Invoice or Full Pay the Invoice. Selecting Full Payment will subtract the full invoice amount from the Cheque Amount entered above. Part Payment allows you to pay an invoice for which the customer has not sent you the full invoice amount and wishes to part pay the invoice.<br>  <br><br>When selecting Part Payment, hit tab and the following box appears: Enter the amount you wish to pay off for the invoice.<br>  <br><br>**Exception Scenarios:**<br>If a customer has paid this invoice already then you be sure to go to Debtors – Reinstate Cash Receipts First. Once you have performed that, the invoice will appear in this screen as 0 balance, enter the duplicate amount. The customer will then be in credit for that invoice.<br>If you have accidentally paid this invoice (i.e. doesn't appear in this screen) then be sure to go to Debtors – Reinstate Cash Receipts First. Once you have performed that, the invoice will appear as already paid in this screen, put a minus amount in the amount column that matches the amount already accidently paid. Once posted this will re-adjust to customer has not paid invoice. | N/A | Null |
| Inv Type | This is the Type of Invoice Disbursement or Final | N/A | Defaults from Customer |

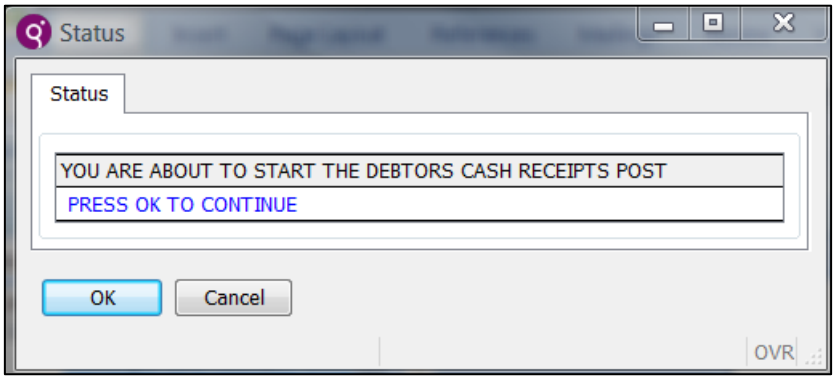
| Field Name | Description | Validation | Default |
|---|---|---|---|
| Invoice No | This is invoice number for the client that has yet to be paid | N/A | Defaults from Customer |
| Job No | This is the job number related to the invoice | N/A | Defaults from the Customer |
| Invoice Date | This is when the invoice was created | N/A | Defaults from Invoice |
| Balance | This is the amount still owing on the invoice | N/A | Defaults from Invoice |
| Applied | This is the amount you have applied during this transaction | N/A | Null |
| Doc. No | This is the unique reference number given when the original invoice was created | N/A | Defaults from Invoice |
| Show Cost Code Details | Pressing this button will show you the invoice in which you have highlighted and the breakdown of charges on the original Debtors Invoice.  Debit/Credit Details<br>Document No Orig Jnl Job No Cost Code Description Amount GST<br>482687 AR 091877 2300 DUTY GST AND CUSTOMS FEES 2028.04 N<br>482687 AR 091877 2310 FREIGHT 2250.00 N<br>482687 AR 091877 2330 AUSTRALIAN PORT CHARGES 214.00 Y<br>482687 AR 091877 2340 SEA CARGO REPORTING FEES 12.50 Y<br>482687 AR 091877 2430 DELIVERY ORDER FEE 35.00 Y<br>482687 AR 091877 2700 CARTAGE 412.00 Y<br>482687 AR 091877 4001 AGENCY AND ATTENDANCE 115.00 Y<br>482687 AR 091877 2520 OVERSEAS SHIPPING CHARGE 445.00 N<br>482687 AR 091877 2702 CARTAGE FUEL SURCHARGE 16.48 Y<br>OK<br>Cancel<br>OVR | N/A | Defaults from Invoice |
| **Action Buttons** | | | |
| Post Cash Receipt | This button posts the current record. | | |

## Posting a Debtors Receipt

To Post the Cash Receipt to the General Ledger you will need to select Post Debtor Receipts from the Banking Menu.



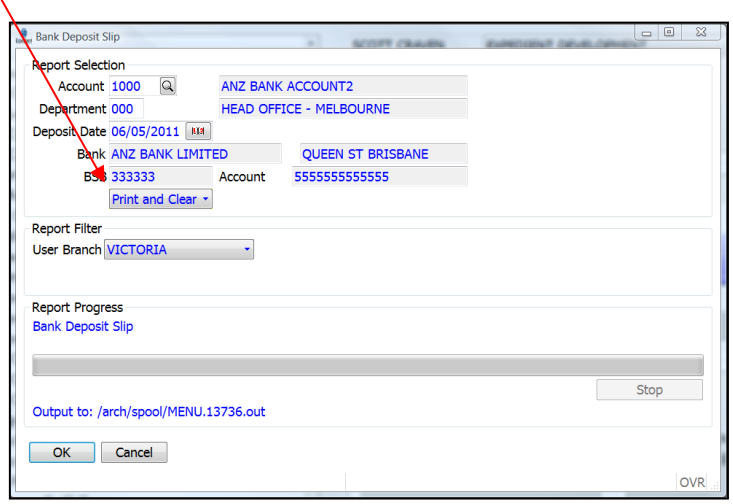

When you enter in to the Posting Function you will be presented with the following screen:




## Print a Bank Deposit Slip

Once the Cash Receipts have been posted then it is possible to print a Bank Deposit Slip to take to the bank.

The below screen allows users to print the Deposits based on particular deposit dates. Once users have printed the Bank Deposit Slip for a certain day, users are able to clear this Deposit so others cannot reprint this.



## Reinstate a Cash Receipt – Debtors

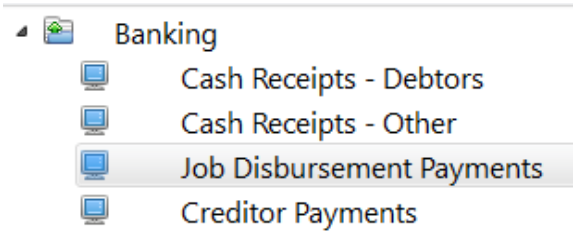
Reinstating Cash Receipts is utilised under the following scenarios:

1. **If you have accidentally paid an invoice for a client:** You can perform this by going in to Banking Menu – Cash Receipts Debtors. Enter the same amount that was paid but as a negative amount.
2. **If customer paid twice** - You can perform this by going in to Banking Menu – Cash Receipts Debtors. Enter the same amount that was paid with a positive amount. The customer is now in credit.
3. **If a cheque has bounced**

This option cannot be used with foreign currency invoices.

# Cash Receipts - Other

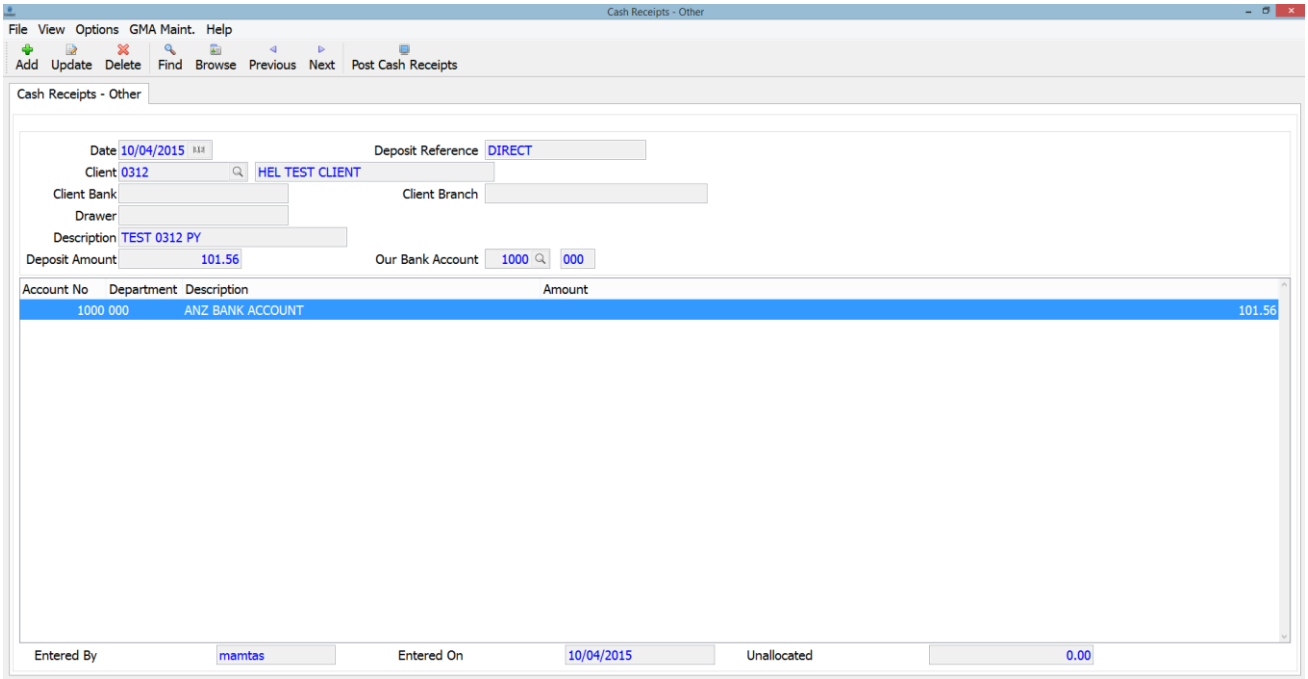
When you receive money from a non – invoice form (i.e.: rent, bank interest), you will need to go to the Banking Menu, Cash Receipts – Other. See Below:



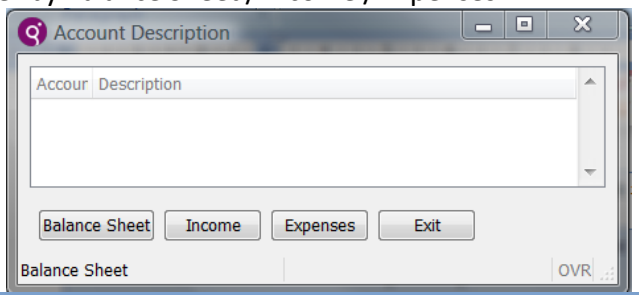

## Creating a Cash Receipt – Other

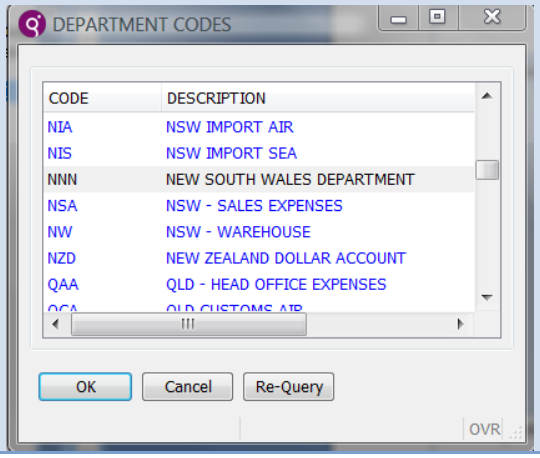
By clicking the

button or typing A will place the cursor in the input screen in Add Mode.



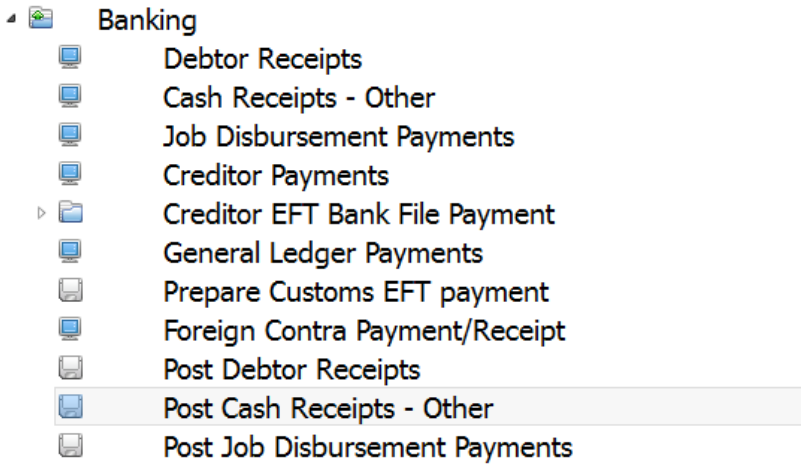

| Field Name | Description | Validation | Default |
|---|---|---|---|
| | **Header** | | |
| Date | This is the date of the Cash Receipt | Mandatory | Today |
| Client | This is the Customer Code in which you are adding the Cash Receipt for | Mandatory | Blank |
| Deposit Reference | Enter the Reference Number in which the customer has presented you with | Mandatory Alphanumeric | CASH |

| Field Name | Description | Validation | Default |
|---|---|---|---|
| Deposit Amount | This is the Deposit Amount in which the customer has presented you with<br>Note: If you only want to pay off the On Account Amount you can leave this as $0.00<br>If you leave the Deposit Amount you cannot Select the Pay all Invoices Dropdown to Yes. | Mandatory | 0.00 |
| Description | Enter the description of the payment received | Optional | Blank |
| Client Bank/Branch | These are the customers' bank details. This is for display purposes and print on the bank deposit slip. | N/A | Pulled from Customer Master File |
| Our Bank Account | These are your bank details. This is where the money is to be deposited. You can click on the to search for all Bank Accounts in the Master File | N/A | Pulled from Bank Account Master File |
| | **Detail** | | |
| Account No | This is the Account Number in which the money will be posted to in the General Ledger. Selecting will display a screen of Account Numbers in which you can filter by Balance Sheet / Income / Expenses.<br>  | | |

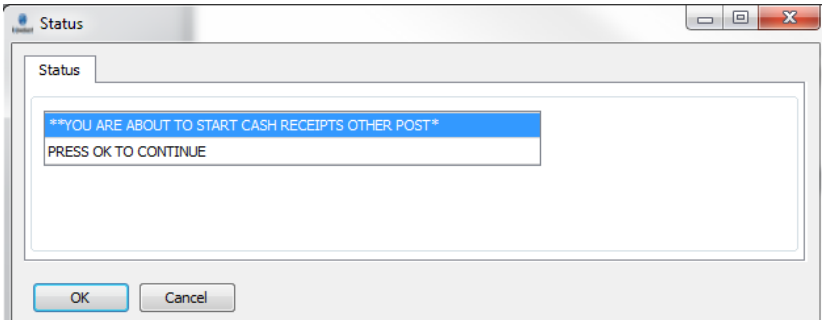
| Field Name | Description | Validation | Default |
|---|---|---|---|
| Department | This is the Department you wish to place the Cash Receipt. Selecting will display a screen with a list of department code.<br>  | N/A | Blank |
| Description | This is the description of the Account No Charge | N/A | Defaults from the Acct No |
| Amount | This is the amount you wish to post to the Cash Receipt | N/A | Blank |
| | **Action Button** | | |
| Post Cash Receipts | This button only posts the current record. | | |

## Posting a Cash Receipt – Other

To Post the Cash Receipt to the General Ledger you will need to select Post Cash Receipts – Other from the Banking Menu.

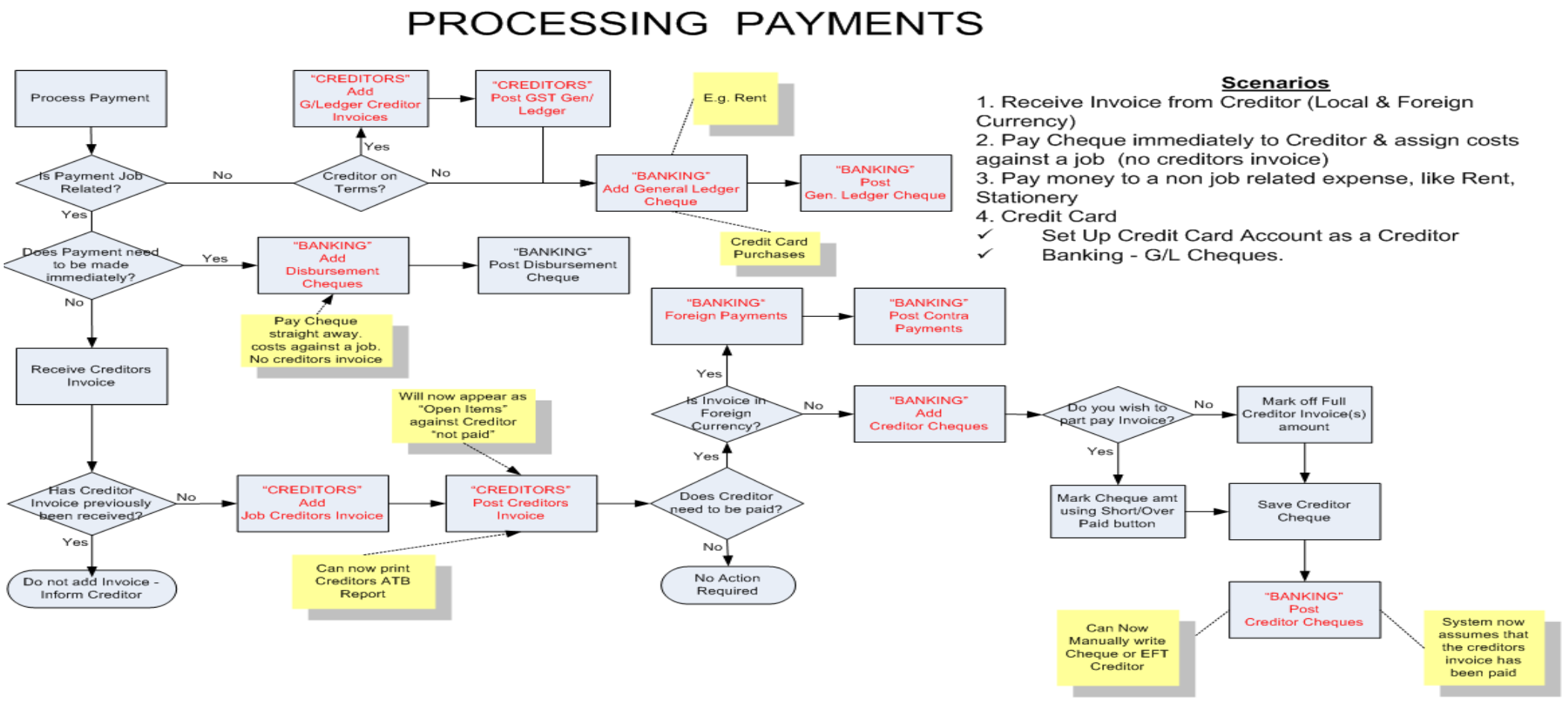



When you enter in to the Posting Function you will be presented with the following screen:



# Payment Processing Process

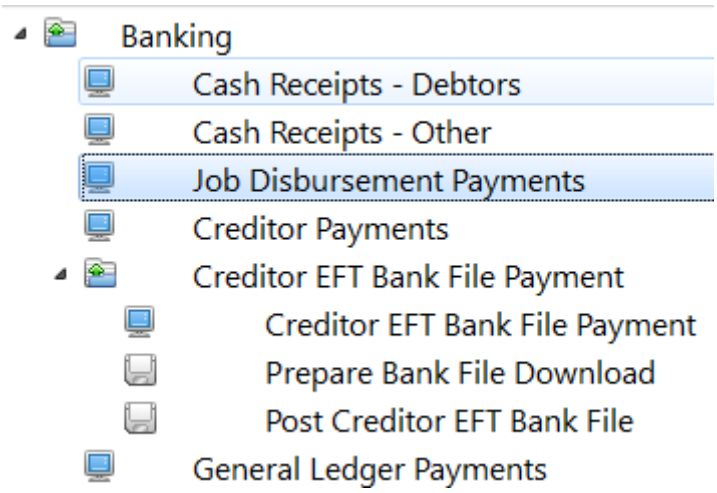
The below diagram highlights the possible scenarios for processing payments within the Banking function in Expedient.
Note: The red Text boxes are Expedient Menu items that you need to use to perform the various functions.


PROCESSING PAYMENTS
Process Payment
Is Payment Job Related?
No
Yes
"CREDITORS" Add G/Ledger Creditor Invoices
Yes
Creditor on Terms?
No
"CREDITORS" Post GST Gen/ Ledger
E.g. Rent
"BANKING" Add General Ledger Cheque
"BANKING" Post Gen. Ledger Cheque
Credit Card Purchases
Does Payment need to be made immediately?
Yes
No
"BANKING" Add Disbursement Cheques
"BANKING" Post Disbursement Cheque
Pay Cheque straight away. costs against a job. No creditors invoice
Receive Creditors Invoice
Has Creditor Invoice previously been received?
No
Yes
"CREDITORS" Add Job Creditors Invoice
"CREDITORS" Post Creditors Invoice
Will now appear as "Open Items" against Creditor "not paid"
Can now print Creditors ATB Report
Do not add Invoice - Inform Creditor
"BANKING" Foreign Payments
"BANKING" Post Contra Payments
Yes
Is Invoice in Foreign Currency?
No
"BANKING" Add Creditor Cheques
Yes
Does Creditor need to be paid?
No
No Action Required
Do you wish to part pay Invoice?
No
Yes
Mark off Full Creditor Invoice(s) amount
Mark Cheque amt using Short/Over Paid button
Save Creditor Cheque
"BANKING" Post Creditor Cheques
Can Now Manually write Cheque or EFT Creditor
System now assumes that the creditors invoice has been paid
Scenarios
1. Receive Invoice from Creditor (Local & Foreign Currency)
2. Pay Cheque immediately to Creditor & assign costs against a job (no creditors invoice)
3. Pay money to a non job related expense, like Rent, Stationery
4. Credit Card
✓ Set Up Credit Card Account as a Creditor
✓ Banking - G/L Cheques.

# Job Disbursement Payments

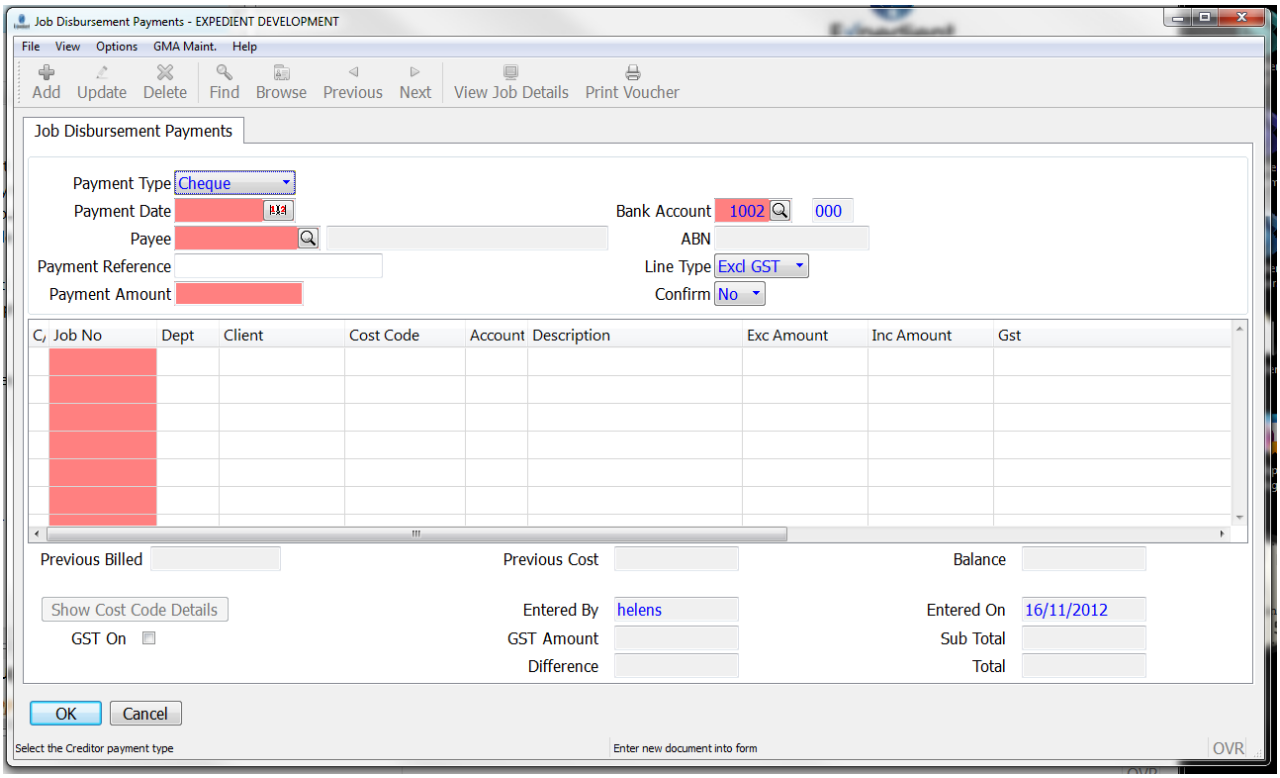
This form of payment processing occurs when you simply want to pay for the services rendered for a shipment, and you do not have a Creditor's Invoice. An example could be where you want to pay the Shipping Line to pick the goods up. The Shipping Line doesn't give you a Creditor's Invoice in this case.

To access this go to Menu Banking Job Disbursement Payments, see below:

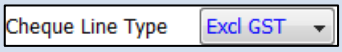
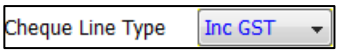



## Creating a Job Disbursement Payment

By clicking the Add button or typing A will place the cursor in the input screen in Add Mode.
See below:

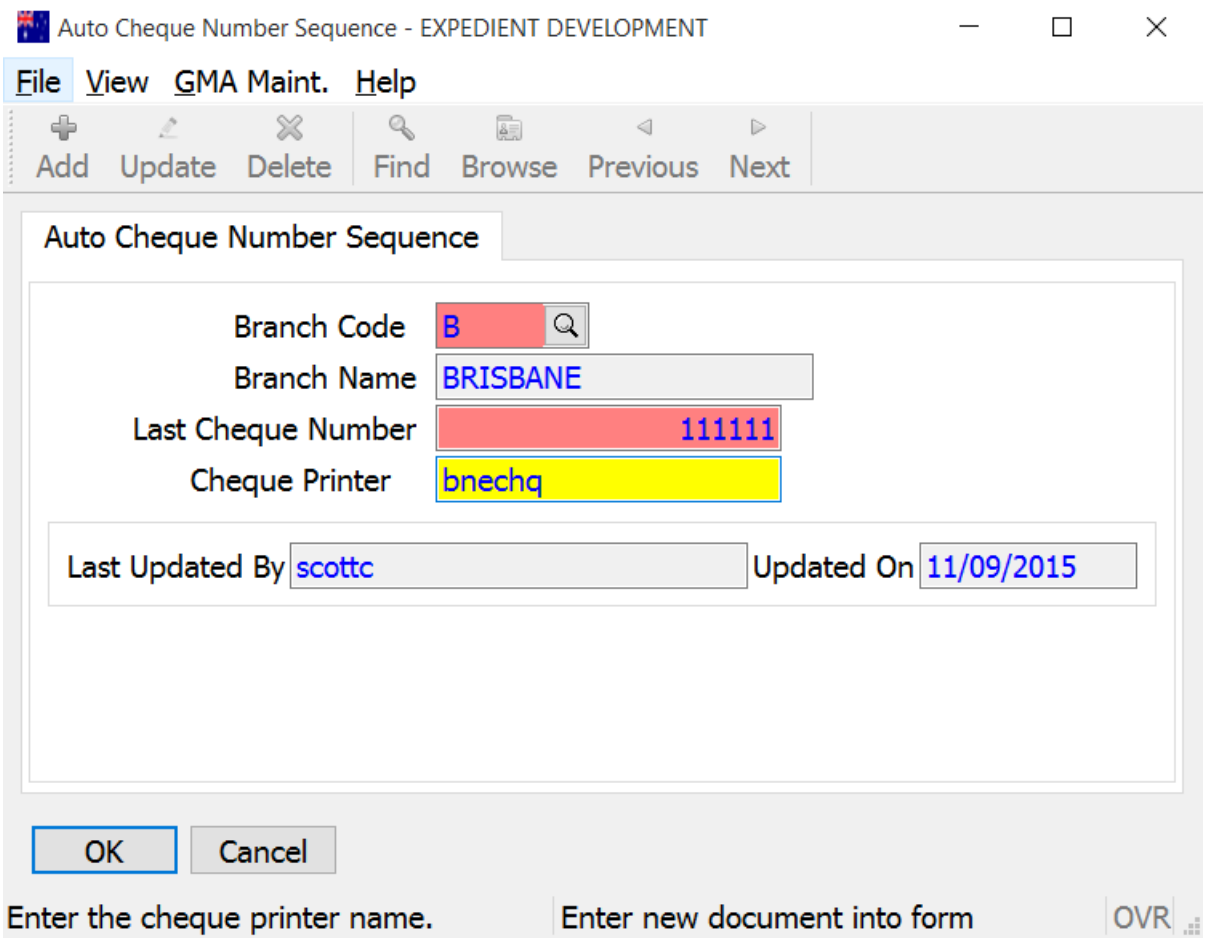


| Field Name | Description | Validation | Default |
|---|---|---|---|
| | **Header** | | |
| Payment Type | This is the type of payment. Select from the pull down list. | Mandatory | Cheque |
| Payment Date | This is the date of the Job Disbursement payment | Mandatory | Today |
| Bank Account | These are the bank details from which the money will be drawn. This defaults to 1000, but can be changed using the which will look up the Bank Account Codes in the Administration menu | N/A | Pulled from Customs Master File |
| Payee | This is the Company in which you are creating the payment for | Mandatory | Blank |
| ABN | This is the Payee's ABN | Optional | From Customer Masterfile |
| Payment Reference | Enter the Payment Reference. This may be the Cheque Number you are paying with, the Compay Reference or the EFT Payment Reference. The reference must be alphanumeric for cheque payments<br><br>Please Note: There is a system Option that disables users entering this field, an option to generate a unique reference is then enabled. To enable/disable this, please contact GMA Support | Conditional on the Payment Type | Blank |
| Line Type | Indicates if you want to Include or Exclude the GST Amount | Optional | Blank |
| Payment Amount | This is the Amount that you wish to present to the Payee. | Mandatory | Blank |
| Confirm | This must be set to Yes for the payment to post | Mandatory | N |
| | **Detail** | | |
| C/H | Consol or Job Number. This is a no entry field and is displayed based on the data entered below | N/A | Blank |
| Job No | This is the job number that you want to make payment for. Users can enter the Job Number or the Consol Number. Entering the consol number will split the costs over the house bills and display all house bills | Mandatory | Blank |
| Dept | This is the Department of the job number | N/A | Defaults from Job |

| Field Name | Description | Validation | Default |
|---|---|---|---|
| Client | This is the customer code for the job number | N/A | Defaults from the Job |
| Cost Code | Enter the cost code the payment is for. Use the to zoom on all Cost Codes. When the cursor is in the Cost Code field, you have the ability to click on the Show Cost Code Details which then show all of the Costs associated with the Job. | N/A | Blank |
| Account No | This is the account no relating to the Cost Code. | N/A | Defaults from the Cost Code |
| Description | This is the description of the Cost | N/A | Defaults from the Cost Code |
| Exc Amount | This is the Amount that you wish to pay, excluding the GST. This is accessible only when the Cheque Line Type is set to Excl GST.   | N/A | Blank |
| Inc Amount | This is the Amount that you wish to pay, including the GST. This is accessible only when the Cheque Line Type is set to Inc. GST.   | N/A | Blank |
| GST | This indicates whether GST is applied to the Cost Code. | N/A | Defaults from the Cost Code |

**Print Cheque**

This button is available if the Payment Type is Cheque. If your site has the AUTO_CHQS System Option Set, then Expedient will automatically generate the cheque number and print to the dedicated Cheque printer based on the user's branch. This is set up in **Menu, Administration – Company Details – Auto Cheque Number Sequence.** See below screen shot. The Cheque Printer will be the name of the printer as it appears in the Operating system. Please contact the your IT Team, or GMA technical team for the name of the cheque printer.



### Generate Payment Reference

This option is available if the Payment Type is EFT. This option will place a unique number within the Payment Reference field, such as EFTJ164.

### Manual Cheque

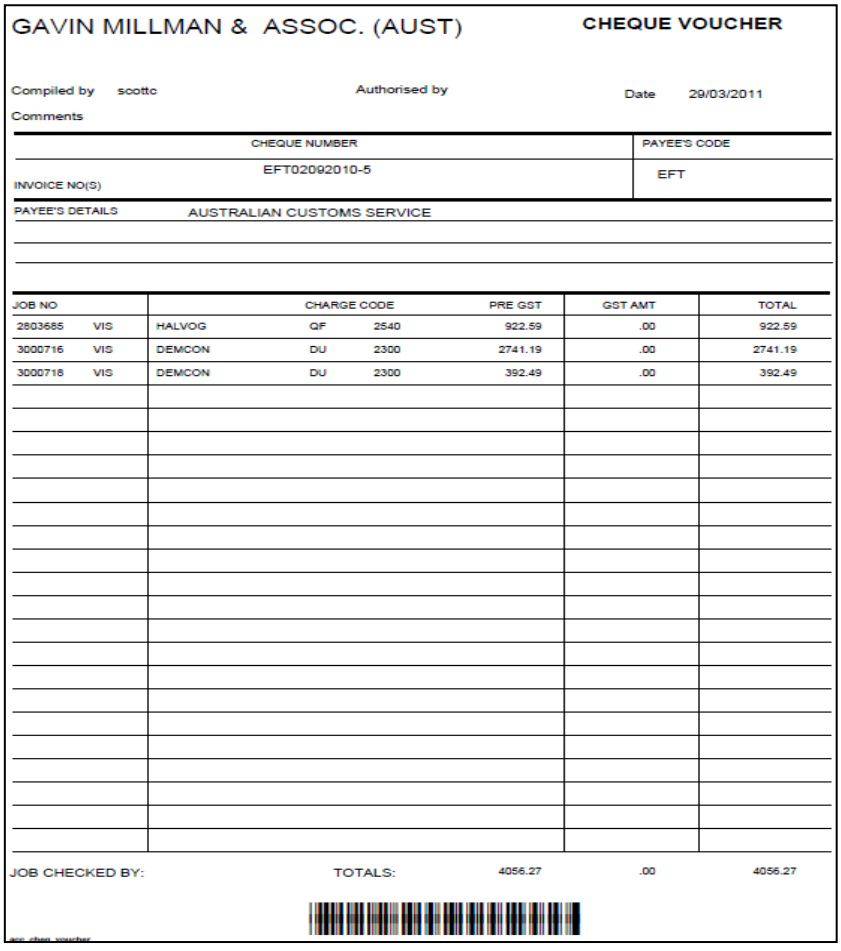
This option is available where the Payment Type is Cheque. The manual Cheque feature is used under some of the following scenarios:

1. Printer has broken down

2. An error has been made where a cheque was created on the incorrect job and you need to credit that job with another job and enter the same cheque as the first incorrect job.

### Print Voucher

The Voucher Print displays all jobs that are related to the payment, and is used for filing purposed. See below for a sample:



GAVIN MILLMAN & ASSOC. (AUST) **CHEQUE VOUCHER**

Compiled by scottc Authorised by Date 29/03/2011

Comments

| CHEQUE NUMBER | PAYEE'S CODE |
|---|---|
| EFT02092010-5 | EFT |

INVOICE NO(S)

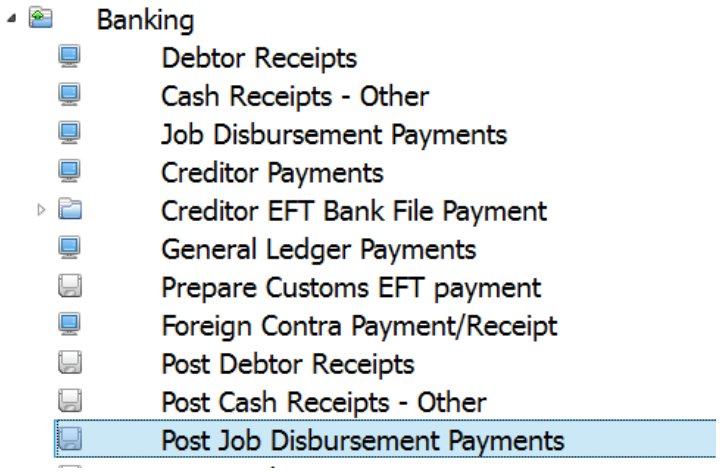
PAYEE'S DETAILS AUSTRALIAN CUSTOMS SERVICE

| JOB NO | | | CHARGE CODE | | PRE GST | GST AMT | TOTAL |
|---|---|---|---|---|---|---|---|
| 2803685 | VIS | HALVOG | QF | 2540 | 922.59 | .00 | 922.59 |
| 3000716 | VIS | DEMCON | DU | 2300 | 2741.19 | .00 | 2741.19 |
| 3000718 | VIS | DEMCON | DU | 2300 | 392.49 | .00 | 392.49 |
| | | | | | | | |

JOB CHECKED BY: TOTALS: 4056.27 .00 4056.27

## Posting a Job Disbursement Payment

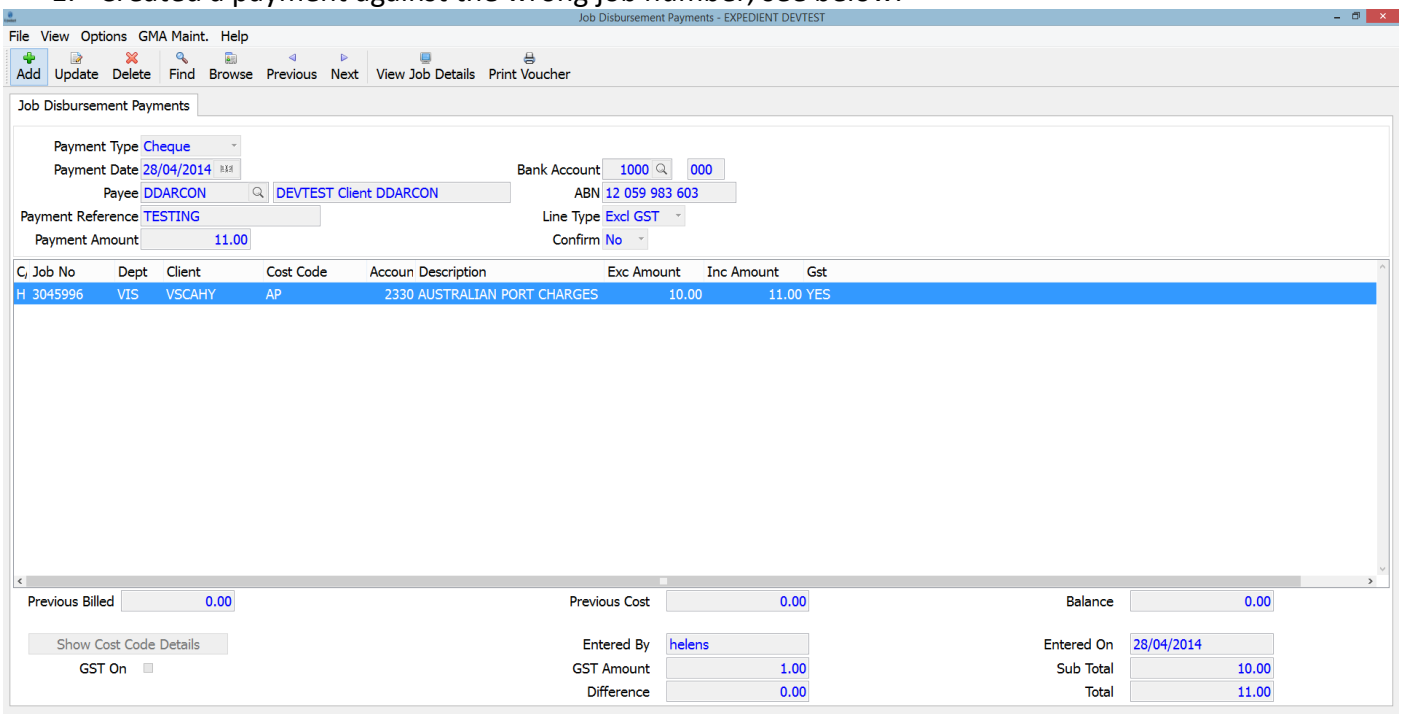
To Post the Job Disbursement payment to the General Ledger you will need to select Post Job Disbursement Payments from the Banking Menu.



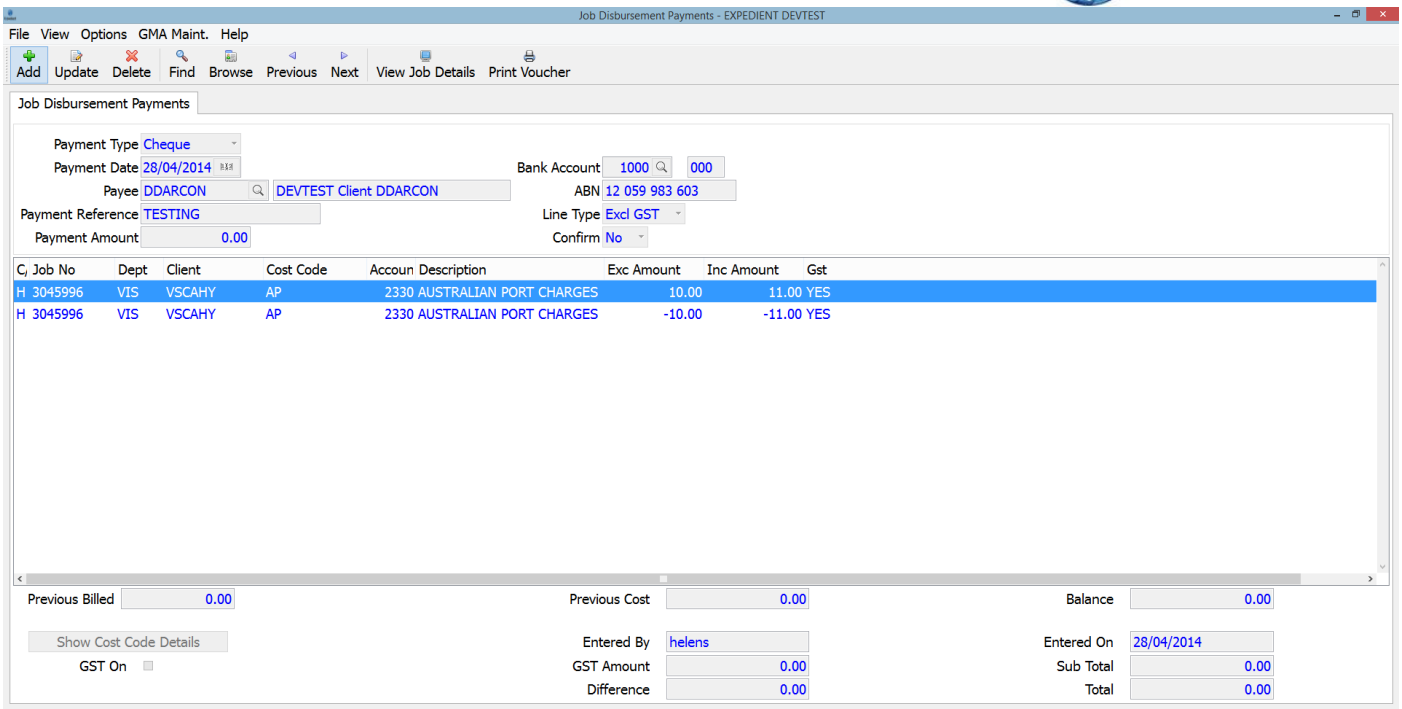

## Posted a payment to an incorrect job

If users have incorrectly add a Payment to the wrong job, and posted it. The following steps show how to back this out and assign to the correct job:

1. Created a payment against the wrong job number, see below:


Job Disbursement Payments - EXPEDIENT DEVTEST
File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next View Job Details Print Voucher
Job Disbursement Payments
Payment Type Cheque
Payment Date 28/04/2014
Payee DDARCON DEVTEST Client DDARCON
Payment Reference TESTING
Payment Amount 11.00
Bank Account 1000 000
ABN 12 059 983 603
Line Type Excl GST
Confirm No
C, Job No Dept Client Cost Code Accoun Description Exc Amount Inc Amount Gst
H 3045996 VIS VSCAHY AP 2330 AUSTRALIAN PORT CHARGES 10.00 11.00 YES
Previous Billed 0.00
Previous Cost 0.00
Balance 0.00
Show Cost Code Details
GST On
Entered By helens
GST Amount 1.00
Difference 0.00
Entered On 28/04/2014
Sub Total 10.00
Total 11.00

2. Posted the Payment
3. Create another Payment with the same Payee, this time with a ZERO amount. On the first line, enter the job that was incorrectly assigned with the same figure as before, except as a minus amount. On the second line add the correct job with the same amount in positive. This amount come to ZERO, see below:

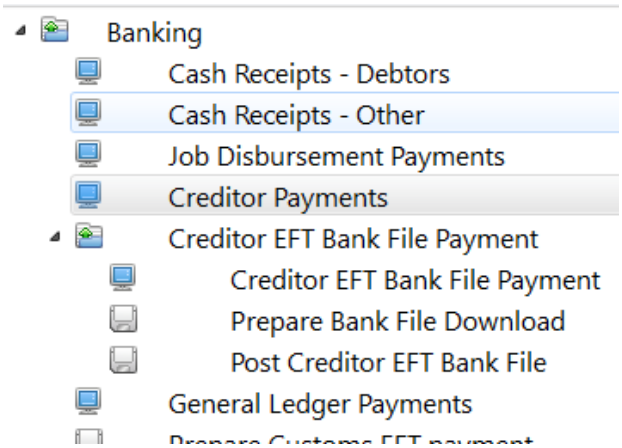

Job Disbursement Payments - EXPEDIENT DEVTEST
File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next View Job Details Print Voucher
Job Disbursement Payments
Payment Type Cheque
Payment Date 28/04/2014
Payee DDARCON DEVTEST Client DDARCON
Payment Reference TESTING
Payment Amount 0.00
Bank Account 1000 000
ABN 12 059 983 603
Line Type Excl GST
Confirm No
C, Job No Dept Client Cost Code Accoun Description Exc Amount Inc Amount Gst
H 3045996 VIS VSCAHY AP 2330 AUSTRALIAN PORT CHARGES 10.00 11.00 YES
H 3045996 VIS VSCAHY AP 2330 AUSTRALIAN PORT CHARGES -10.00 -11.00 YES
Previous Billed 0.00
Previous Cost 0.00
Balance 0.00
Show Cost Code Details
GST On
Entered By helens
GST Amount 0.00
Difference 0.00
Entered On 28/04/2014
Sub Total 0.00
Total 0.00

4. Manual Payment – Enter the same Payment Reference number as the previous incorrect Payment.
5. POST

# Creditor Payments

This form of payment processing occurs when you want to process a payment from a Creditor's Invoice. This will be used for the majority of Payment processing.

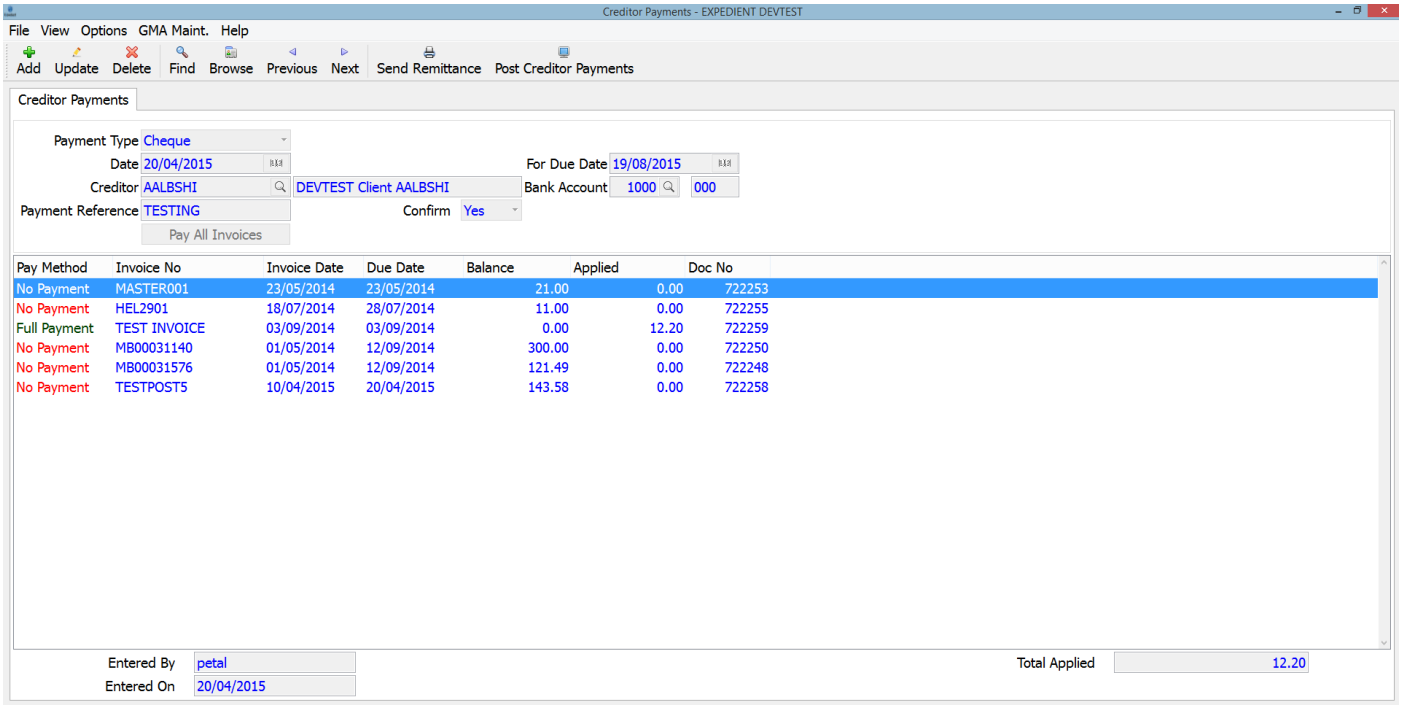
To access this go to Menu Banking Creditor Payments, see below:




## Creating Creditor Payments

By clicking the

button or typing A will place the cursor in the input screen in Add Mode.


Creditor Payments - EXPEDIENT DEVTEST
File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Send Remittance Post Creditor Payments
Creditor Payments
Payment Type Cheque
Date 20/04/2015
For Due Date 19/08/2015
Creditor AALBSHI
DEVTEST Client AALBSHI
Bank Account 1000 000
Payment Reference TESTING
Confirm Yes
Pay All Invoices
Pay Method Invoice No Invoice Date Due Date Balance Applied Doc No
No Payment MASTER001 23/05/2014 23/05/2014 21.00 0.00 722253
No Payment HEL2901 18/07/2014 28/07/2014 11.00 0.00 722255
Full Payment TEST INVOICE 03/09/2014 03/09/2014 0.00 12.20 722259
No Payment MB00031140 01/05/2014 12/09/2014 300.00 0.00 722250
No Payment MB00031576 01/05/2014 12/09/2014 121.49 0.00 722248
No Payment TESTPOST5 10/04/2015 20/04/2015 143.58 0.00 722258
Entered By petal
Entered On 20/04/2015
Total Applied 12.20

| Field Name | Description | Validation | Default |
|---|---|---|---|
| | **Header** | | |
| Payment Type | This is the type of payment. Select from the pull down list | Mandatory | Cheque |
| Date | This is the date of the payment to the Creditor | Mandatory | Today |
| For Due Date | This date is used to search for the system for any Creditors Invoice for that Creditor that is due based on that date and earlier. | N/A | Today + 120 days |
| Creditor | This is the creditor for which you are processing the payment | Mandatory | Blank |
| Bank Account | These are your bank details. This is where the money is to be deposited. You can click on the to search for all Bank Accounts in the Master File | N/A | Pulled from Bank Account Master File |
| Payment Reference | Enter the Reference for the payment you are creating to the Creditor. This may be the Cheque number, a Compay reference or an EFT Payment reference. Alphanumeric only. | Conditional on the Payment Type | Blank |
| Pay All Invoices | Indicates whether you wish to pay all of the invoices for the Creditor in this transaction. This will apply the full amount against the invoice | Optional | Blank |
| **Please Note**: The system does not allow for monies to be stored on account against a Creditor. If an invoice is overpaid/underpaid the amount will be accrued against the invoice number. | | | |
| | **Detail** | | |
| Pay Method | This allows users to select if they wish to pay the invoice off in Full or in Part. The Part Payment option will allow users to input the amount to be applied with the applied column. | Optional | Blank |
| Inovice No | This is the Creditors invoice number that is due within the Due Date period | N/A | Defaults from Creditor and Due Date |
| Invoice Date | This is the Creditors invoice creation date that is due within the Due Date period | N/A | Defaults from Creditor and Due Date |

| Field Name | Description | Validation | Default |
|---|---|---|---|
| Balance | This is the amount left to pay the creditor from the Creditors Invoice | N/A | Defaults from Creditor and Due Date |
| Applied | This is the amount in which you wish to pay off in this transaction | N/A | Defaults from Creditor and Due Date |
| Doc No | This the reference for the payment in Expedient | N/A | System Generated |
| Entered By | This indicates who created the Payment | N/A | System Generated |
| Entered On | This indicates when the Payment was created | N/A | System Generated |
| Total Applied | This is the Total Amount to be paid to the Creditor in this payment | N/A | System Generated |
| | **Action Buttons** | | |
| Send Remittance | This button is available for all payment types. A remittance document will be produced with the details of the payment. | | |
| Post Creditor Payments | This button will be enabled and the current record will be posted if Confirm = YES. | | |

### Generate Payment Reference

This option is available if you have selected EFT as the payment type. On Update use this option to place a unique number within the Payment Reference field, such as EFTC111.

### Manual Cheque

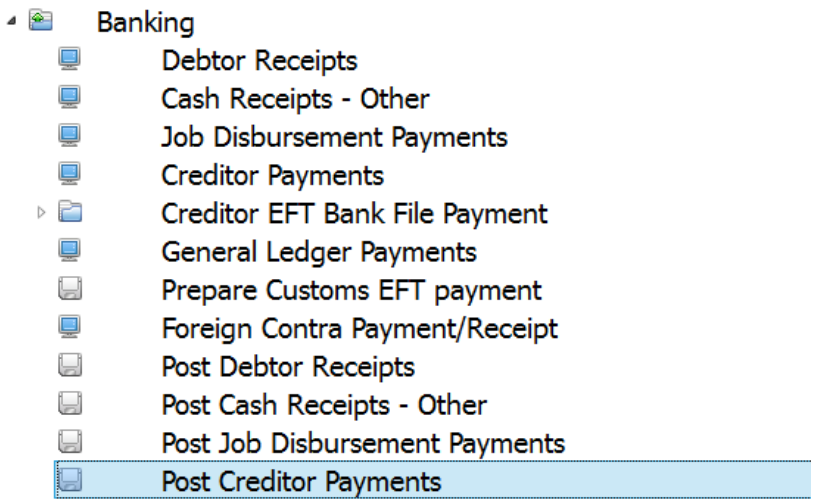
The manual Cheque feature is used under some of the following scenarios:

1. Printer has broken down

2. An error has been made where a cheque was created on the incorrect job and you need to credit that job with another job and enter the same cheque as the first incorrect job.

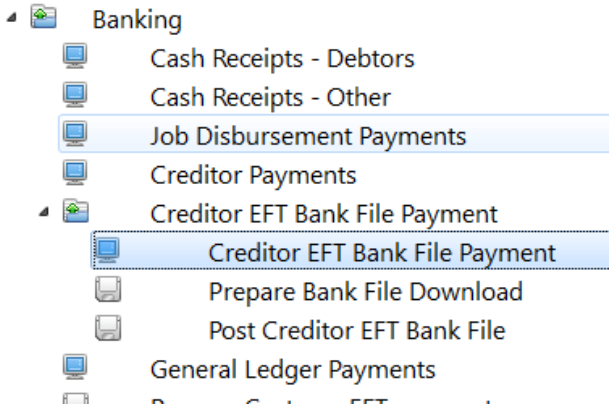
## Posting a Creditor Payment

To Post Creditor Payments to the General Ledger you will need to select Post Creditor Payments from the Banking Menu.



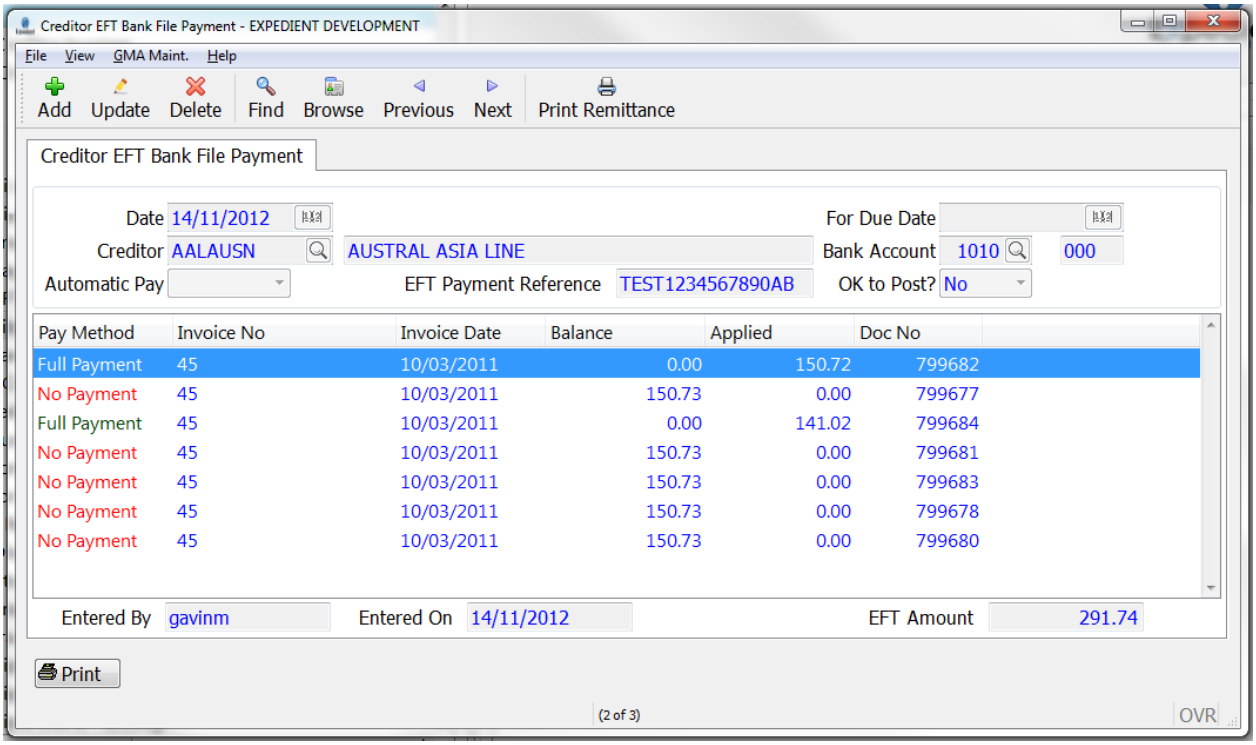

# Creditor EFT Bank File Payment (AU only)

This menu provides the ability to set up EFT payments to a number of Creditors and then create a file which can be uploaded to your bank to process the payments

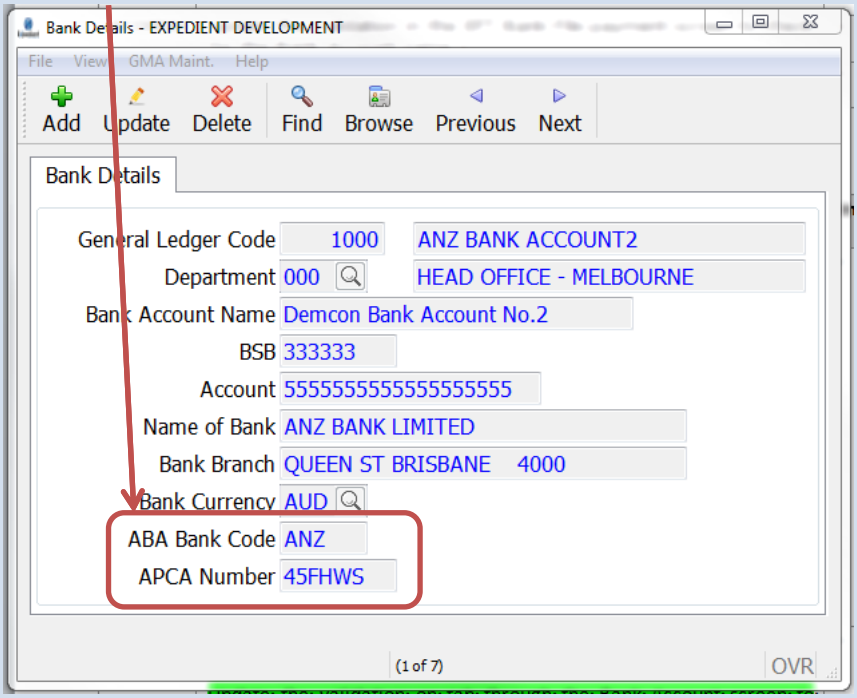


## Creditor EFT Bank File Payment

Access this screen from the Banking>Creditor EFT Bank File Payment folder. By clicking the Add button or typing A will place the cursor in the input screen in Add Mode. See below:


Creditor EFT Bank File Payment - EXPEDIENT DEVELOPMENT
File View GMA Maint. Help
Add Update Delete Find Browse Previous Next Print Remittance
Creditor EFT Bank File Payment
Date 14/11/2012
For Due Date
Creditor AALAUSN
AUSTRAL ASIA LINE
Bank Account 1010 000
Automatic Pay
EFT Payment Reference TEST1234567890AB
OK to Post? No
Pay Method Invoice No Invoice Date Balance Applied Doc No
Full Payment 45 10/03/2011 0.00 150.72 799682
No Payment 45 10/03/2011 150.73 0.00 799677
Full Payment 45 10/03/2011 0.00 141.02 799684
No Payment 45 10/03/2011 150.73 0.00 799681
No Payment 45 10/03/2011 150.73 0.00 799683
No Payment 45 10/03/2011 150.73 0.00 799678
No Payment 45 10/03/2011 150.73 0.00 799680
Entered By gavinm
Entered On 14/11/2012
EFT Amount 291.74
Print
(2 of 3)
OVR

| Field Name | Description | Validation | Default |
|---|---|---|---|
| | **Header** | | |
| Date | This is the date of the EFT payment to the Creditor | Mandatory | Today |
| For Due Date | This date is used to search for the system for any Invoice for that Creditor that is due based on that date and earlier. | N/A | Today + 120 days |
| Creditor | This is the creditor for which you are processing the payment | Mandatory | Blank |

| Field Name | Description | Validation | Default |
|---|---|---|---|
| Bank Account | These are your bank details. This is where the money is to be deposited. You can click on the to search for all Bank Accounts in the Master File. Expedient will check that the ABA Bank Code and APCA Number are entered in the Bank Account Details.<br>  <br>The file containing the EFT payments cannot be generated without these details.<br>**PLEASE NOTE** the Bank Account name must exactly match the Bank Account name held by the Bank | Mandatory | Pulled from Bank Account Master File |
| Automatic Pay | Select from the pull down list to set all invoices listed to be paid in full in one action | Optional | No |
| EFT Payment Reference | Enter the EFT Payment Reference for the payment you are creating to the Creditor.<br>On UPDATE in this screen the option 'Generate Payment Reference' can be used to insert an automatic payment reference. | Optional | Blank |
| OK to Post? | This indicates if the payment is ready to be posted. | Mandatory | No |
| **Please Note**: The system does not allow for monies to be stored on account against a Creditor. If an invoice is overpaid/underpaid the amount will be accrued against the invoice number. | | | |
| | **Detail** | | |
| Pay Method | This allows users to select if they wish to pay the invoice off in Full or in Part. The Part Payment option will allow users to input the amount to be applied with the applied column. | Optional | Blank |

| Field Name | Description | Validation | Default |
|---|---|---|---|
| Inovice No | This is the Creditors invoice number that is due within the Due Date period | N/A | Defaults from Creditor and Due Date |
| Invoice Date | This is the Creditors invoice creation date that is due within the Due Date period | N/A | Defaults from Creditor and Due Date |
| Balance | This is the amount left to pay the creditor from the Creditors Invoice | N/A | Defaults from Creditor and Due Date |
| Applied | This is the amount in which you wish to pay off in this transaction | N/A | Defaults from Creditor and Due Date |
| Doc No | This the reference for the payment in Expedient | N/A | System Generated |
| Entered By | This indicates who created the Payment | N/A | System Generated |
| Entered On | This indicates when the Payment was created | N/A | System Generated |
| EFT Amount | This is the Total Amount to be paid to the Creditor in this EFT payment | N/A | System Generated |

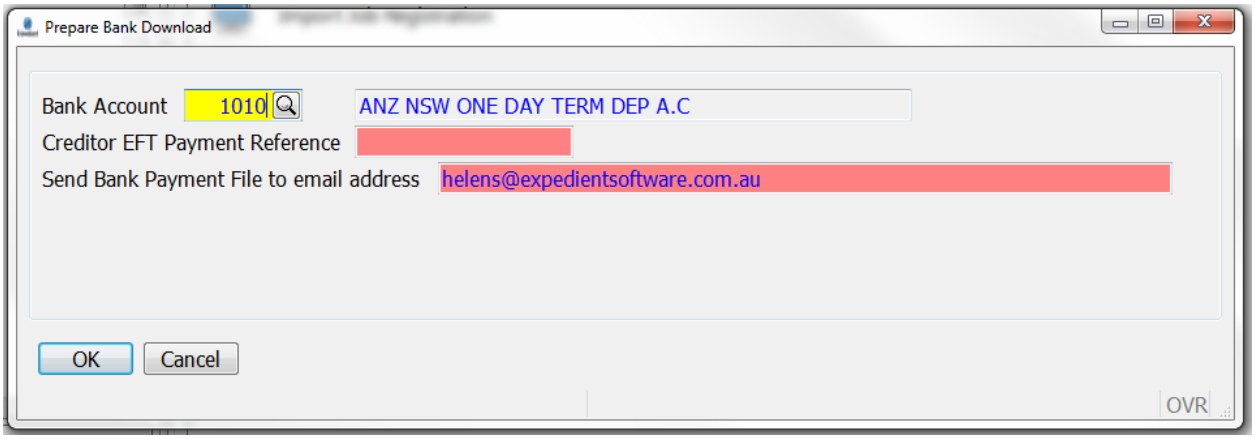
PRINT REMITTANCE

This button will create a remittance document showing the details of the payment.

### Prepare Bank File Download

This option from the Creditor EFT Bank File Payment folder will prepare a bank file of the EFT Payments which will be emailed to a user and then uploaded to the bank.

The option opens a screen to input the bank account the EFT payments are to be made from and asks the user to assign and EFT Payment Reference. The users email address will automatically populate this screen but it can be updated to a preferred email address. This email will contain the Bank File for the EFT payments.




### Post Creditor EFT Bank File

This option from the Creditor EFT Bank File Payment folder will post all EFT Bank File Payments where OK to Post? Is set to Yes in the Creditor EFT Bank File Payment screen.

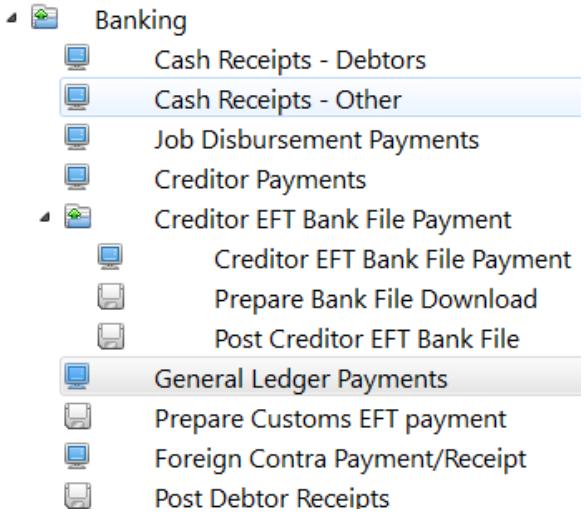
EFT Bank File Payments set to OK to Post will also be posted in the overnight Post process.

Once posted the EFT Bank File Payment will be removed from the Creditor EFT Bank File Payment screen.

# General Ledger Payments

This form of payment processing occurs when you want to process a payment directly to the General Ledger. An example of this could be when you have taken Petty Cash out.

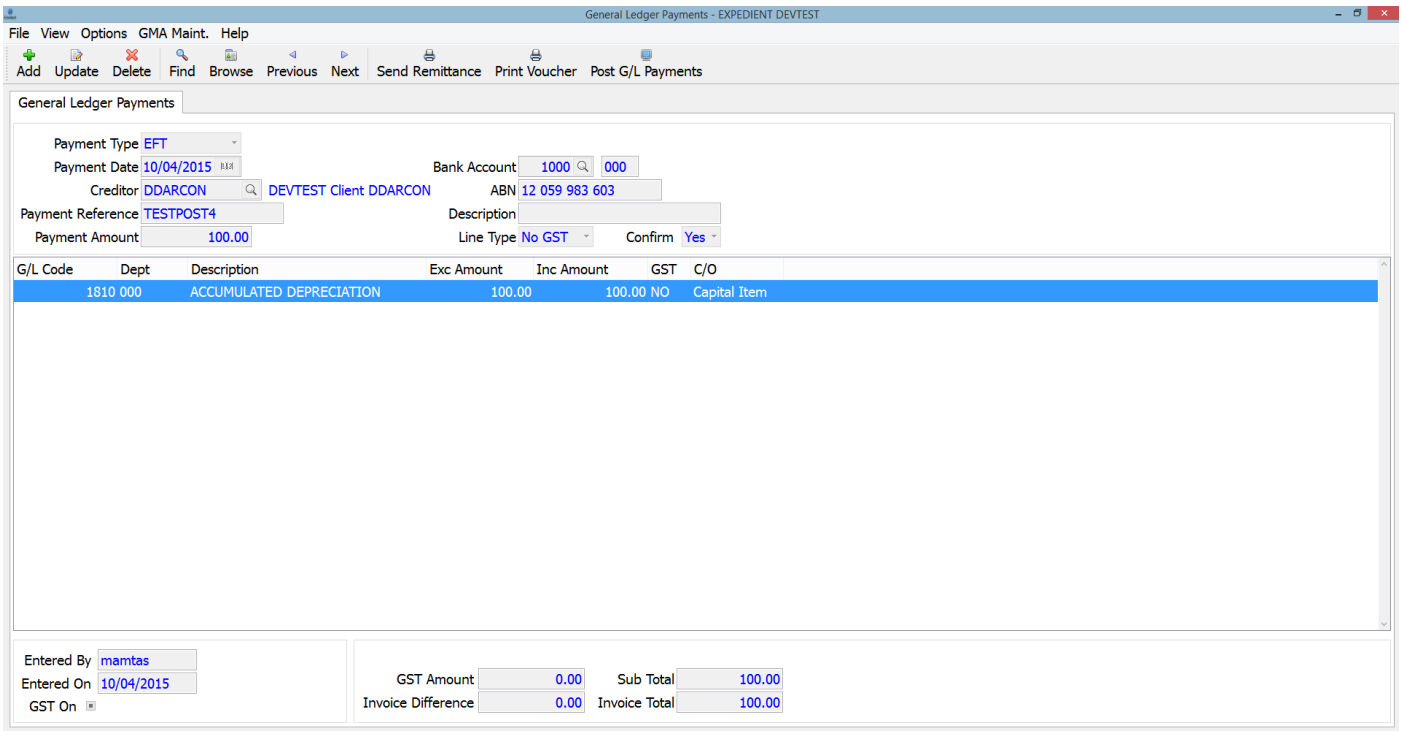
To access this go to Menu Banking General Ledger Payments, see below:

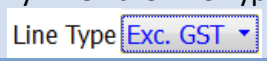
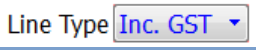



## Creating a General Ledger Payment

By clicking the

button or typing A will place the cursor in the input screen in Add Mode.


General Ledger Payments - EXPEDIENT DEVTEST
File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Send Remittance Print Voucher Post G/L Payments
General Ledger Payments
Payment Type EFT
Payment Date 10/04/2015
Bank Account 1000 000
Creditor DDARCON DEVTEST Client DDARCON
ABN 12 059 983 603
Payment Reference TESTPOST4
Description
Payment Amount 100.00
Line Type No GST
Confirm Yes
G/L Code Dept Description Exc Amount Inc Amount GST C/O
1810 000 ACCUMULATED DEPRECIATION 100.00 100.00 NO Capital Item
Entered By mamtas
Entered On 10/04/2015
GST On
GST Amount 0.00
Invoice Difference 0.00
Sub Total 100.00
Invoice Total 100.00

| Field Name | Description | Validation | Default |
|---|---|---|---|
| | **Header** | | |
| Payment Type | This identifies the type of payment made | Mandatory | Cheque |
| Payment Date | This is the date of the General Ledger payment | Mandatory | Today |
| Bank Account | This is the Bank Account in which the money will be drawn from.<br>You can click on the to search for all Bank Accounts in the Master File | Mandatory | Pulled from Bank Account Masterfile |
| Creditor | This is the creditor for which you are processing the Cheque for | Mandatory | Blank |
| Payment Reference | This is the reference for the Payment. This may be the Cheque Number with which you paying the Creditor. You can enter CASH to pay in cash. Alphanumeric only. | Conditional | Blank |
| Description | This is a brief description for the payment | Optional | Blank |
| Payment Amount | This is the amount you want to process | Mandatory | Blank |
| Line Type | Indicates if you want to Include or Exclude the GST Amount | Optional | Blank |
| Confirm | Yes Indicates this is OK to Post | Optional | Blank |
| | **Detail** | | |
| G/L Code | This is the General Ledger Code in which you wish to process the money against | Mandatory | Blank |
| Dept | This is the Department you wish to process the money against. i.e.: Head Office | Mandatory | Default 000 |
| Description | This is the Description of the General Ledger Code | N/A | Defaults from General Ledger Code |
| Exc Amount | This is the Amount that you wish to pay, excluding the GST. This is accessible only when the Line Type is set to Excl GST.<br>  | N/A | Blank |
| Inc Amount | This is the Amount that you wish to pay, including the GST. This is accessible only when the Line Type is set to Incl GST.<br>  | N/A | Blank |

| Field Name | Description | Validation | Default |
|---|---|---|---|
| GST | Indicates where the line item has GST allocated to it. | N/A | Defaults from G/L Code |
| C/O | "Capital" Item / "Other". This relates to your BAS statement, where the item is a "Capital" item or an "Other" item. | N/A | Defaults from G/L Code |
| | **Action Buttons** | | |
| Print Cheque | This button is available is the payment type is Cheque. If your site has pre-printed cheques from the bank, then this option will print the cheque details onto the cheque. | | |
| Generate Payment Reference | This option is available if you have selected EFT as the payment type. On Update use this option to place a unique number within the Payment Reference field, such as EFTC111. | | |
| Post G/L Payments | The button will be enabled and the current record will be posted if Confirm = YES. | | |

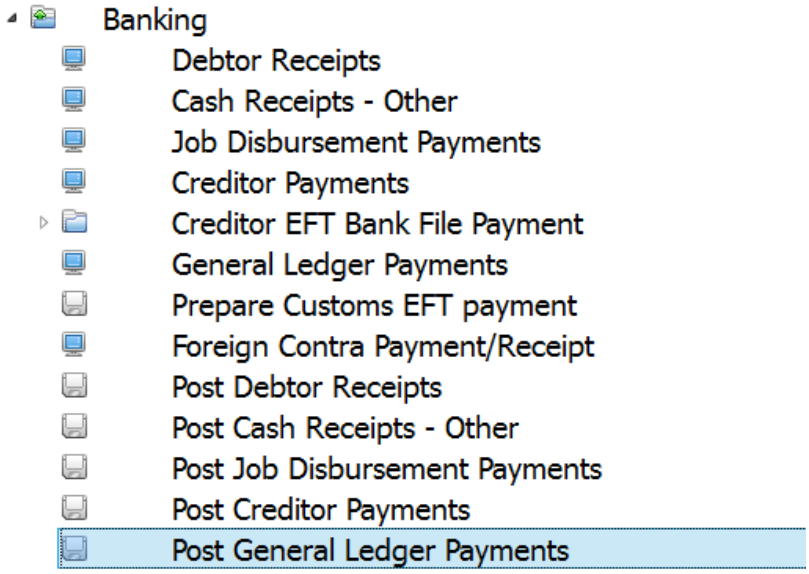
### Manual Cheque

The manual Cheque feature is used under some of the following scenarios:

1. Printer has broken down
2. An error has been made where a cheque was created on the incorrect job and you need to credit that job with another job and enter the same cheque as the first incorrect job.

## Posting a General Ledger Payment

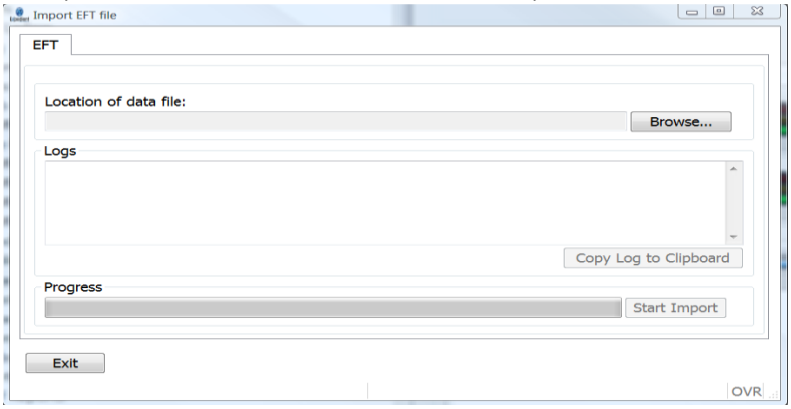
To Post General Ledger Payment to the General Ledger you will need to select Post General Ledger Payment from the Banking Menu.




Once you have posed the General Ledger Payment this will disappear from the General Ledger Payments Screen.

### Loading Customs EFT File

Expedient allows users to load the EFT CSV file which is accessed via the ICS Customs Website.
To do this, firstly download the CSV file, and save onto your local drive, either your desktop or your company shared drive. Then, from the Customs Clearance Menu, select Load EFT File. See below screen:



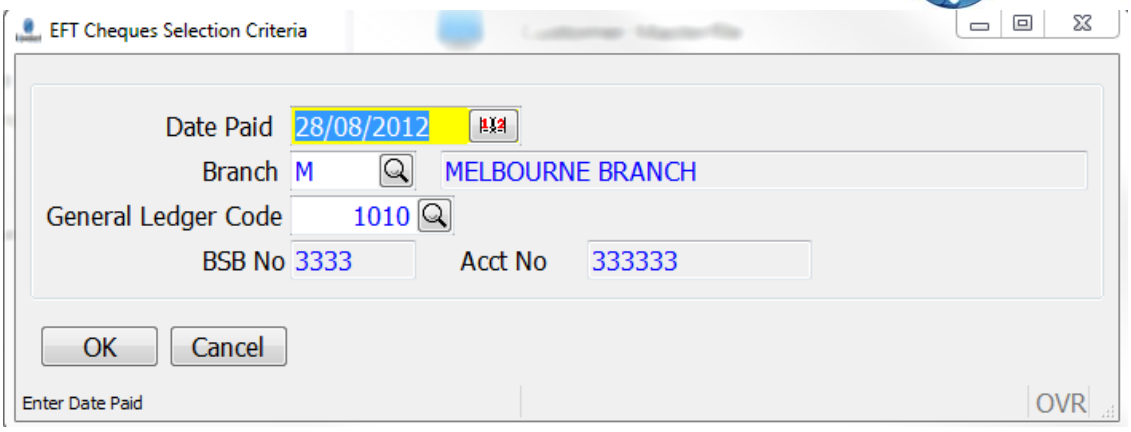

Click on Browse to load the windows Open File Location Window. Select the CSV file, and then click Start Import.

### Prepare Customs EFT Payment

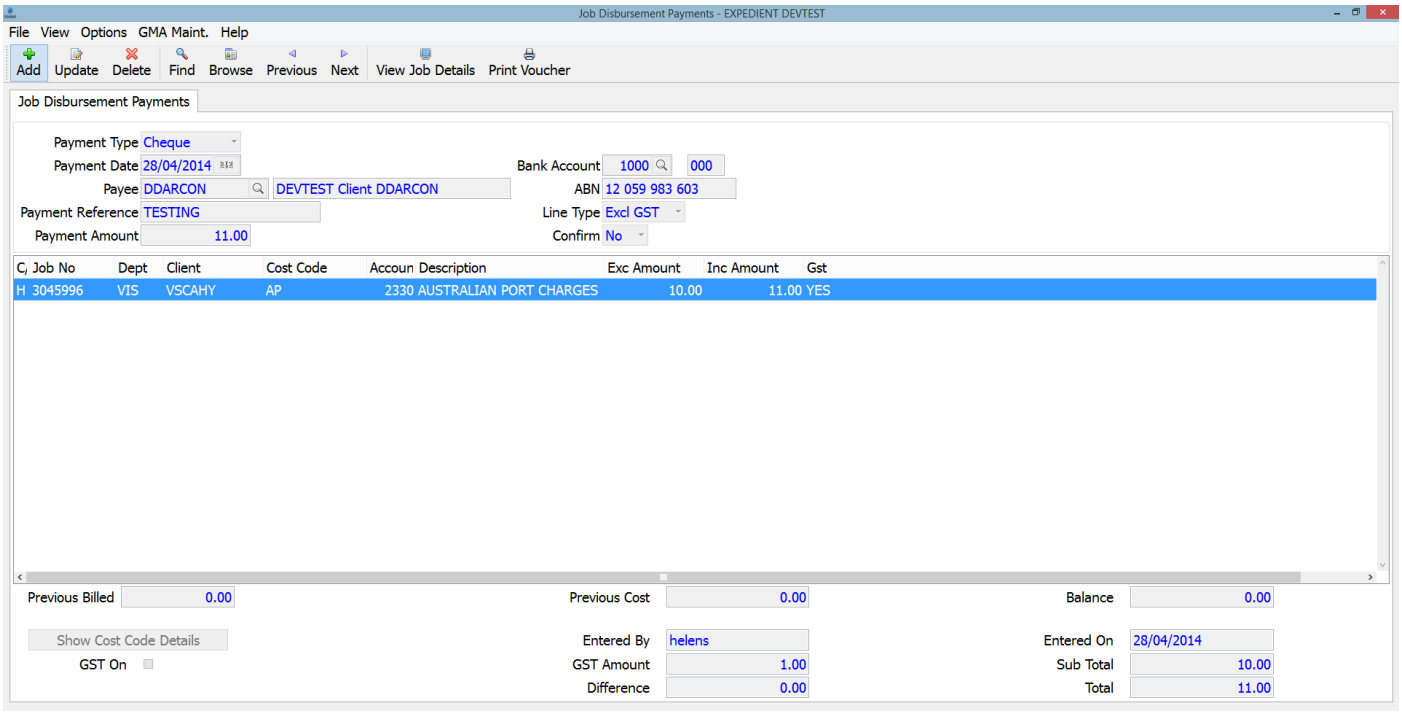
**NOTE:** Duty and AQIS codes must be set up in General Ledger>Chart of Accounts to use this function.

Once the Data is loaded from the Load EFT File Menu within the Customs Module, it is possible to then automatically add this data into the Disbursement Cheques screen in the Banking Module.

To perform this, ensure the data is loaded as per Customs Module Manual, then in the Banking Menu, Click on Prepare Customs EFT Payment menu. Once this has been done, the below screen will appear. Ensure that the BSB and Account Number are yours and are correct:



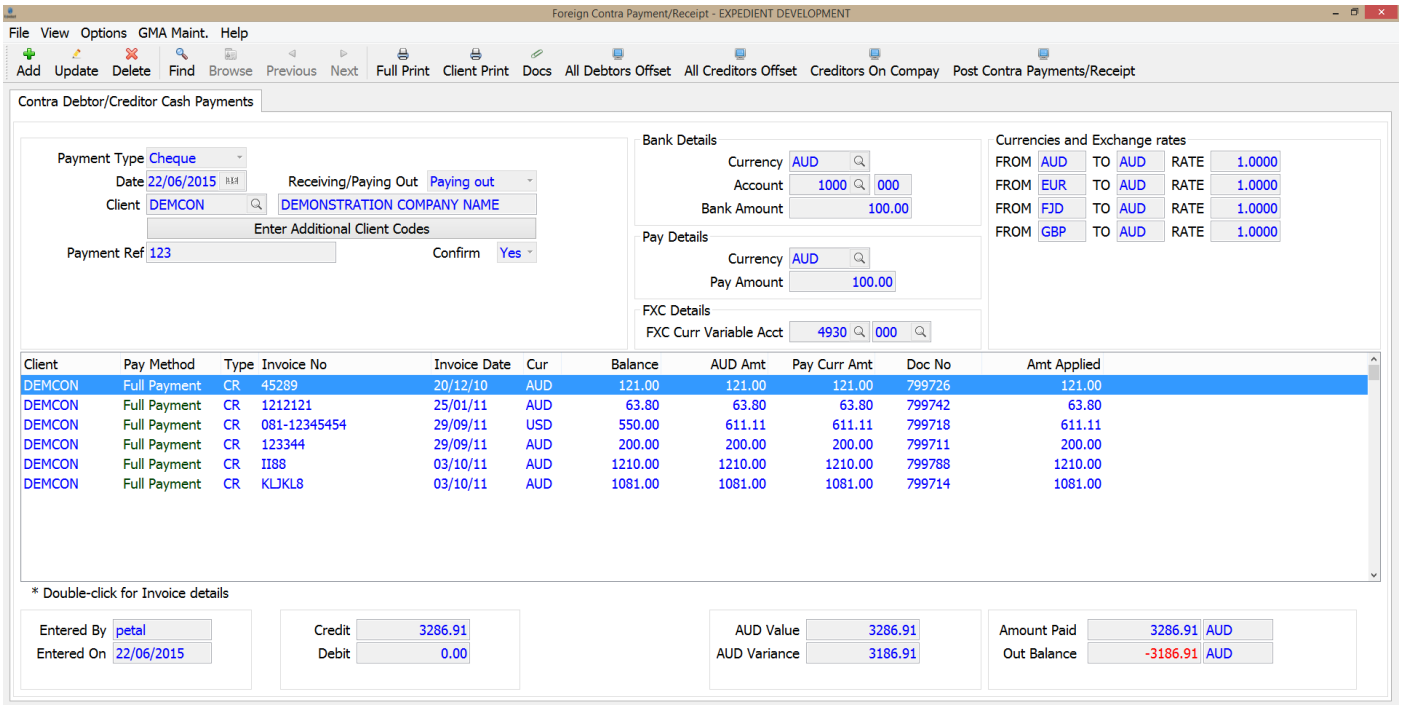

Once this is loaded, then the data will appear in the below Job Disbursement Payment:


Job Disbursement Payments - EXPEDIENT DEVTEST
File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next View Job Details Print Voucher
Job Disbursement Payments
Payment Type Cheque
Payment Date 28/04/2014
Bank Account 1000 000
Payee DDARCON DEVTEST Client DDARCON
ABN 12 059 983 603
Payment Reference TESTING
Line Type Excl GST
Payment Amount 11.00
Confirm No
C Job No Dept Client Cost Code Accoun Description Exc Amount Inc Amount Gst
H 3045996 VIS VSCAHY AP 2330 AUSTRALIAN PORT CHARGES 10.00 11.00 YES
Previous Billed 0.00
Previous Cost 0.00
Balance 0.00
Show Cost Code Details
GST On
Entered By helens
GST Amount 1.00
Difference 0.00
Entered On 28/04/2014
Sub Total 10.00
Total 11.00

# Foreign Contra Payment/Receipt

This is used when you wish to process payments and receipts for the following scenarios:

1. Process Payments and Receipts for Overseas Agents
2. Process Payment from Debtors where they are paying in Foreign Currency for processing into the local currency bank account.
3. Function to take up ALL Debtors with the same Job number and same amount.
4. Function to take up ALL Creditors with the same Job number and same amount.


Foreign Contra Payment/Receipt - EXPEDIENT DEVELOPMENT
File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Full Print Client Print Docs All Debtors Offset All Creditors Offset Creditors On Compay Post Contra Payments/Receipt
Contra Debtor/Creditor Cash Payments
Payment Type Cheque
Date 22/06/2015
Receiving/Paying Out Paying out
Client DEMCON
DEMONSTRATION COMPANY NAME
Enter Additional Client Codes
Payment Ref 123
Confirm Yes
Bank Details
Currency AUD
Account 1000 000
Bank Amount 100.00
Pay Details
Currency AUD
Pay Amount 100.00
FXC Details
FXC Curr Variable Acct 4930 000
Currencies and Exchange rates
FROM AUD TO AUD RATE 1.0000
FROM EUR TO AUD RATE 1.0000
FROM FJD TO AUD RATE 1.0000
FROM GBP TO AUD RATE 1.0000
Client Pay Method Type Invoice No Invoice Date Cur Balance AUD Amt Pay Curr Amt Doc No Amt Applied
DEMCON Full Payment CR 45289 20/12/10 AUD 121.00 121.00 121.00 799726 121.00
DEMCON Full Payment CR 1212121 25/01/11 AUD 63.80 63.80 63.80 799742 63.80
DEMCON Full Payment CR 081-12345454 29/09/11 USD 550.00 611.11 611.11 799718 611.11
DEMCON Full Payment CR 123344 29/09/11 AUD 200.00 200.00 200.00 799711 200.00
DEMCON Full Payment CR II88 03/10/11 AUD 1210.00 1210.00 1210.00 799788 1210.00
DEMCON Full Payment CR KLJKL8 03/10/11 AUD 1081.00 1081.00 1081.00 799714 1081.00
* Double-click for Invoice details
Entered By petal
Entered On 22/06/2015
Credit 3286.91
Debit 0.00
AUD Value 3286.91
AUD Variance 3186.91
Amount Paid 3286.91 AUD
Out Balance -3186.91 AUD

- "All Debtors Offset": Retrieves ALL the Debtors Invoices (From the Enquiry Module) with the same Positive & Negative values for the same Job Number, which have been Posted and not Paid.
  NOTE: Please ensure that the Client Code DEBTOFFSET is setup in the Client Masterfile.

- "All Creditors Offset": Retrieves ALL the Creditors Invoices (From the Enquiry Module) with the same Positive & Negative values for the same Job Number, which have been Posted and not Paid.
  NOTE: Please ensure that the Client Code CREDOFFSET is setup in the Client Masterfile.

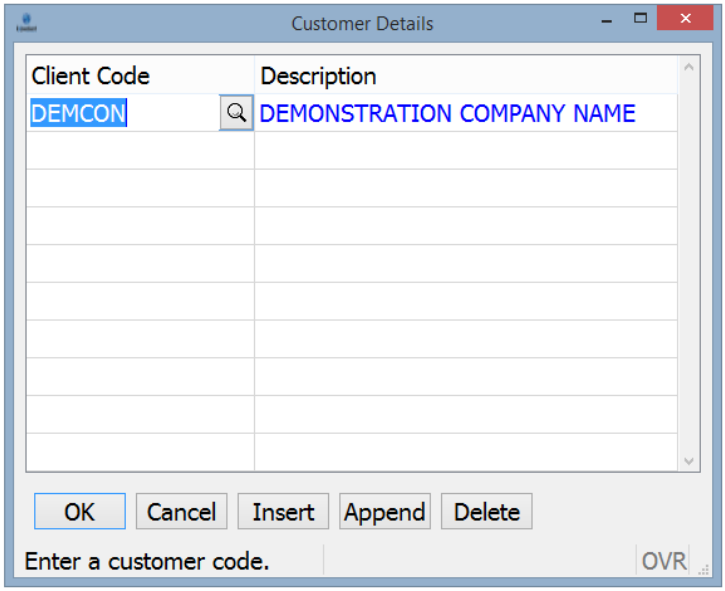
- "Creditors On Compay": Retrieves Posted Creditors Invoices (From the Enquiry Module) that have not been Paid, where the Payment Type = COMPAY.

- "Post Contra Payments / Receipts": Posts the current record that is shown on the screen. This button will be enabled if 'Confirm' = YES.

In ADD Mode, you can enter 1 Client Code in the Client field.
If you need to include additional Clients then the user can select the "Enter Additional Client Codes" button.

The following window will be shown, with Client Code that was entered in the Client field, showing on the first line.

The user can then proceed by adding multiple Client Codes to this window.



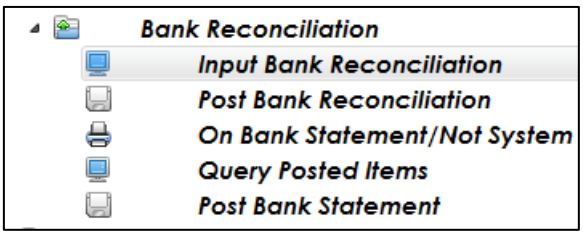

NOTE: If multiple client codes have been added, the Print Menu of the Client Print Report will only show the Personnel details from the first client code that was entered in the Foreign Contra Payment / Receipts screen.

### EFT Payment

If you are paying by EFT, or you require a unique number for later reference, then selecting EFT Payment simply places a unique number within the Cheque Number field, such as EFTF111.

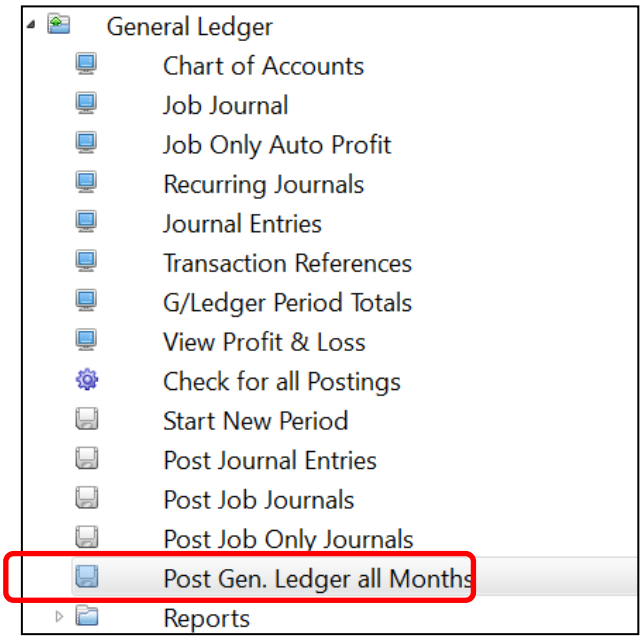
# Bank Reconciliation

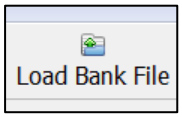
This function allows users to download and process their Bank Statements from most major banks and download them into Expedient. This process then attempts to reconcile the Bank statement with the Cash Payments and Receipts that have taken place within Expedient for the same period.
To access this:
Banking Menu – Bank Reconciliation Menu:




**Process:**

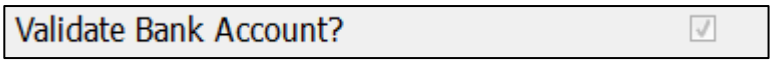
1. Before starting Bank Reconciliation process ensure you perform a "Big Post" in the General Ledger Menu:



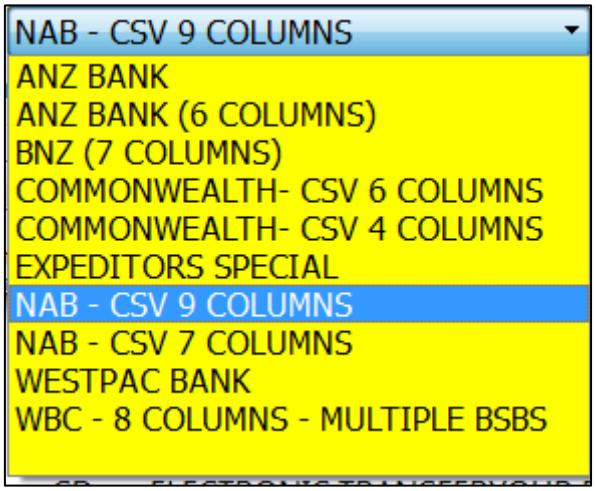

2. Click on the Load Bank File Button. 

Users must ensure the record on the Bank Reconciliation Screen is the same bank account to the file being loaded. (Next, Previous to move through bank accounts). This will bring up a standard Windows browse screen allowing users to navigate to the file on the user's PC. Select the file and click on Open. Users should get a screen message displaying how many rows have loaded. You will also see them in the lower portion of the screen.

   The below check box is used for files that contain the bank account within the file. Checking this box will force Expedient to perform an additional check that the user has loaded the same back account to what is on the screen.

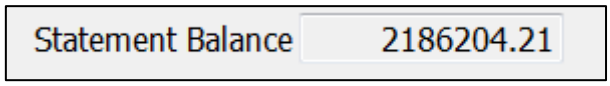


***Expedient Software Supports:***

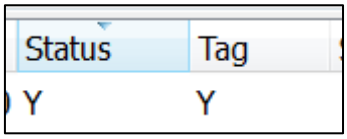



Please Note: ANZ Bank File Format - Expedient uses column 1 (transaction date), column 10 (amount) and column 11 (description). See below for file format:

"17-Dec-2009","0123451234567","HFR","B","ABC SYDNEY ACCOU","AUD","","POSCR","POS2005201","1174.81","POS2005201 ANZ EFTPOS","17-Dec-2010","3059%6016977351A238R2E","070","0000009010"

3. User must then check the Statement Balance in the File matches the "Statement Balance" field on the Screen 


4. Users can now click on "Auto Rec Payments". This will mark "Y" in the Tag field if the system finds a match.
5. Users can now click on "Auto Rec Receipts". This will mark "Y" in the Tag field if the system finds a match. See below:




6. Once the above 2 processes have been performed, then proceed to Post the Bank Reconciliation. This is located on the Banking Menu

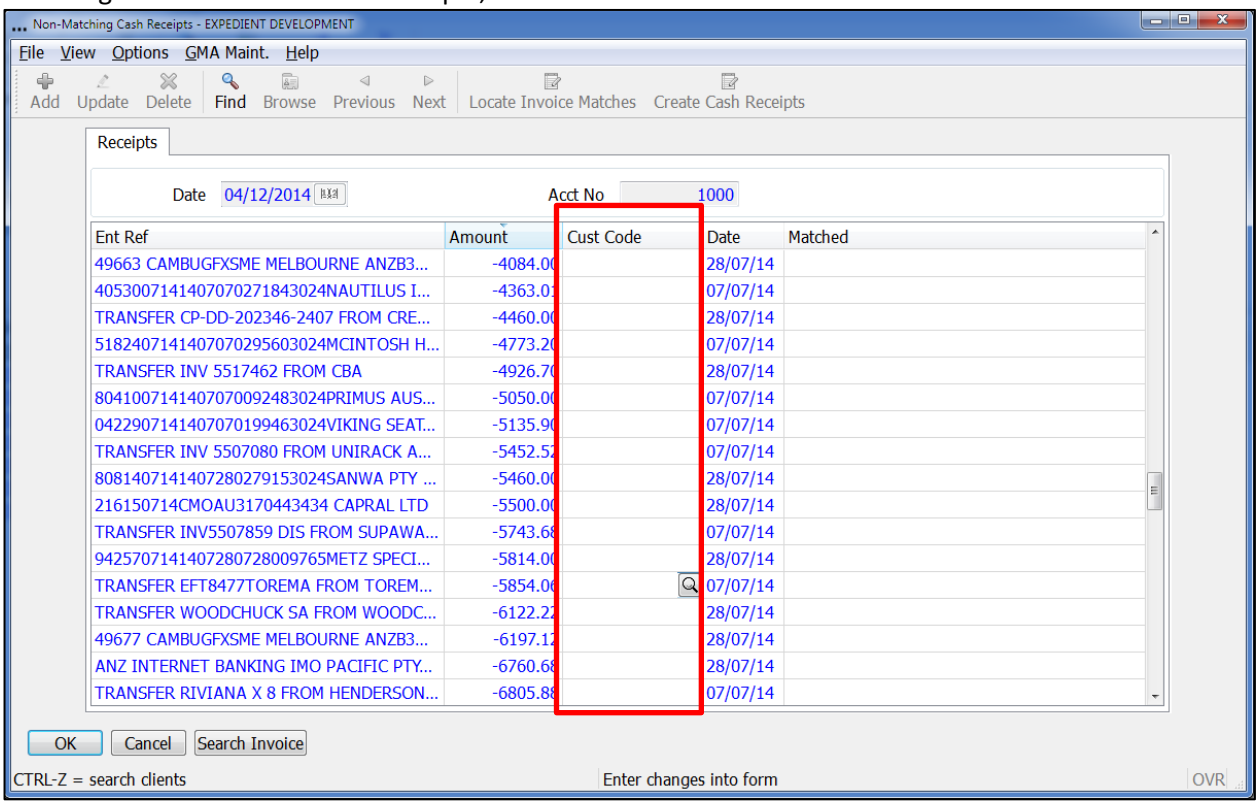
*Please Note: Users can now try to manually reconcile any untagged amounts by clicking on the zoom icon in the Tag field against each item.*

*This zoom only shows transactions of the same type.*

*For example, Debits if the statement amount is a Debit. If you need to cancel out multiple transactions against 1 bank statement amount you can select Zoom All at the bottom of the screen which will show all transactions regardless of debit or credit.*

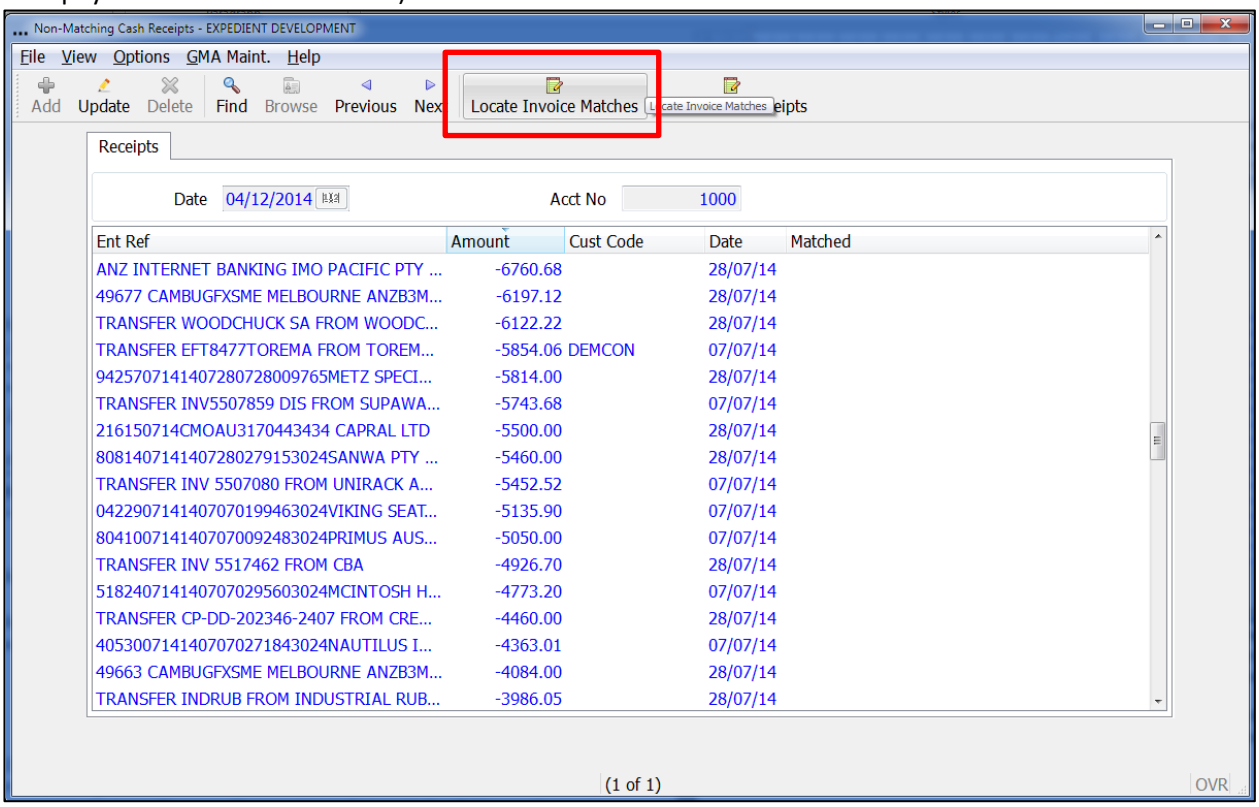
***Locating Non-Matched Invoices (Optional)***

7. The next step is to go back into the Bank Reconciliation Screen and select "Prepare Non-Matching Cash Receipts" Button. This extracts the unreconciled Bank Statement records for Receipts that weren't matched during the Payments and Receipts process and adds that data to the holding screen for preparation of creating those as debtors cash receipts, see below.


Non-Matching Cash Receipts - EXPEDIENT DEVELOPMENT
File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Locate Invoice Matches Create Cash Receipts
Receipts
Date 04/12/2014
Acct No 1000
Ent Ref | Amount | Cust Code | Date | Matched
49663 CAMBUGFXSME MELBOURNE ANZB3... -4084.00 28/07/14
TRANSFER CP-DD-202346-2407 FROM CRE... -4460.00 28/07/14
TRANSFER INV 5517462 FROM CBA -4926.70 28/07/14
TRANSFER INV 5507080 FROM UNIRACK A... -5452.52 07/07/14
216150714CMOAU3170443434 CAPRAL LTD -5500.00 28/07/14
TRANSFER INV5507859 DIS FROM SUPAWA... -5743.68 07/07/14
TRANSFER EFT8477TOREMA FROM TOREM... -5854.00 07/07/14
TRANSFER WOODCHUCK SA FROM WOODC... -6122.22 28/07/14
49677 CAMBUGFXSME MELBOURNE ANZB3... -6197.12 28/07/14
ANZ INTERNET BANKING IMO PACIFIC PTY... -6760.68 28/07/14
TRANSFER RIVIANA X 8 FROM HENDERSON... -6805.88 07/07/14
OK Cancel Search Invoice
CTRL-Z = search clients
Enter changes into form
OVR

a. User then updates each line and enters the client code, they work this out by:
    i. Using the Search Invoice OR Customer Code Zoom Button at the bottom of the screen. The Search Invoice Button searches for any posted Invoices, allowing users to search for matches.
    <u>AND/OR</u>
    ii. Using the Query Posted Items Screen in the Bank Reconciliation Menu, using the Reference field to search for any customer that has a matching reference for instances where the customer has paid once for many invoices

8. Once the User has matched as many Debtors as they can, they hit the “Locate Invoice Matches” button.
    a. This button proceeds to search any invoice for that customer that matches the amount. If no match found then it will sum all of the invoices for that client and see if the amounts match (i.e.: 1 single payment from the customer)


Non-Matching Cash Receipts - EXPEDIENT DEVELOPMENT
File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next
Locate Invoice Matches
Receipts
Date 04/12/2014
Acct No 1000
Ent Ref | Amount | Cust Code | Date | Matched
ANZ INTERNET BANKING IMO PACIFIC PTY ... -6760.68 28/07/14
49677 CAMBUGFXSME MELBOURNE ANZB3M... -6197.12 28/07/14
TRANSFER WOODCHUCK SA FROM WOODC... -6122.22 28/07/14
TRANSFER EFT8477TOREMA FROM TOREM... -5854.06 DEMCON 07/07/14
94257071414072807280097 65METZ SPECI... -5814.00 28/07/14
TRANSFER INV5507859 DIS FROM SUPAWA... -5743.68 07/07/14
216150714CMOAU3170443434 CAPRAL LTD -5500.00 28/07/14
808140714140728027915 3024SANWA PTY ... -5460.00 28/07/14
TRANSFER INV 5507080 FROM UNIRACK A... -5452.52 07/07/14
042290714140707019946 3024VIKING SEAT... -5135.90 07/07/14
804100714140707009248 3024PRIMUS AUS... -5050.00 07/07/14
TRANSFER INV 5517462 FROM CBA -4926.70 28/07/14
518240714140707029560 3024MCINTOSH H... -4773.20 07/07/14
TRANSFER CP-DD-202346-2407 FROM CRE... -4460.00 28/07/14
405300714140707027184 3024NAUTILUS I... -4363.01 07/07/14
49663 CAMBUGFXSME MELBOURNE ANZB3M... -4084.00 28/07/14
TRANSFER INDRUB FROM INDUSTRIAL RUB... -3986.05 28/07/14
(1 of 1)
OVR

    b. Once the locate has completed, the User then hits the “Create Cash Receipts” Button which will process those records as a Debtors Cash Receipts

    c. Once this has completed, the user then proceeds to Post the Debtors Cash Receipts in the Banking Menu

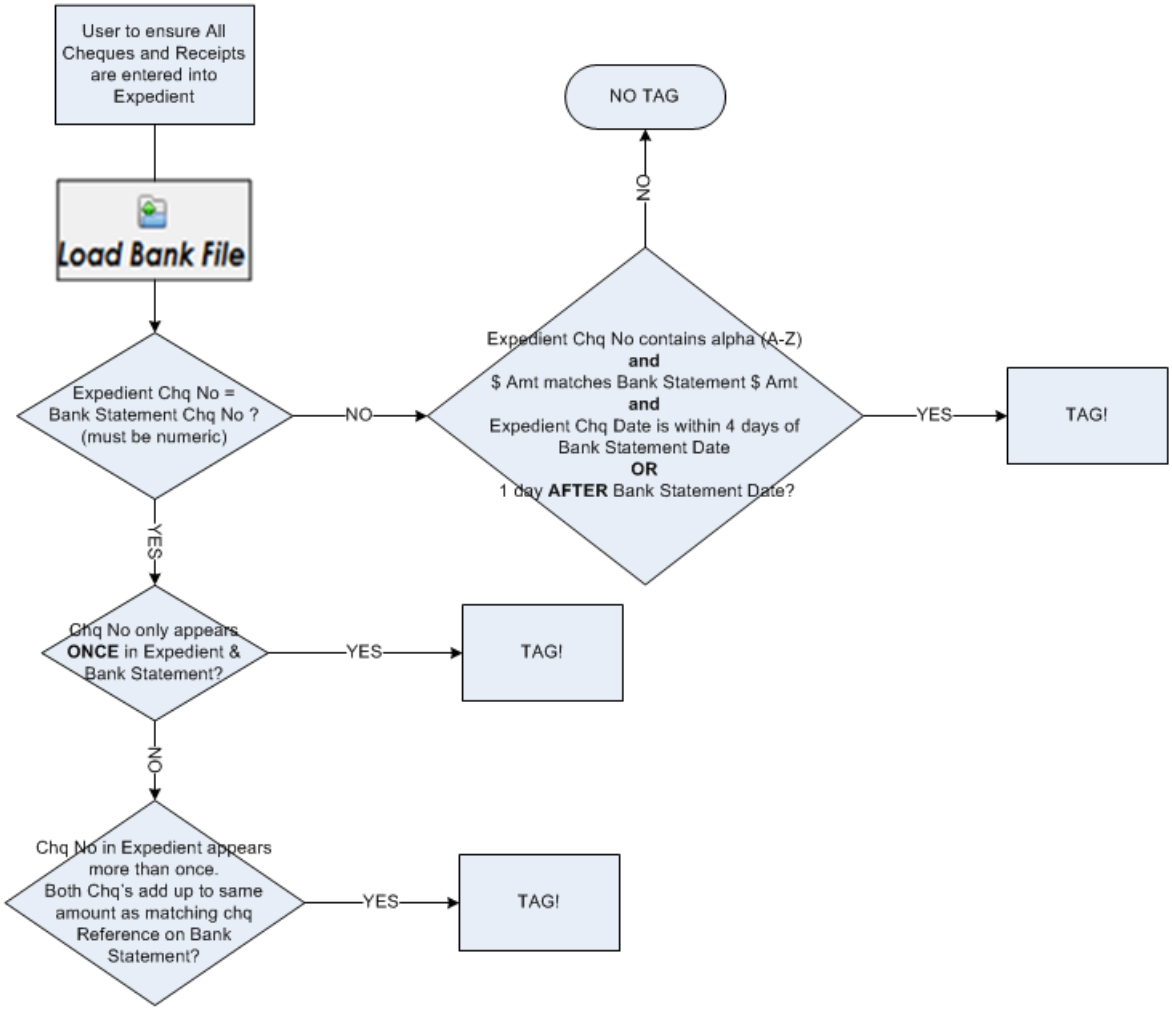
    d. The next step is to Auto Reconcile the Receipts again in the Bank Reconciliation Screen.

    e. The items that should be left are the unmatched Payments. The user needs to locate or create the Payment and then post the Payments as per the normal Payments Process in the Banking Menu

    b. The user then goes back into the Bank Reconciliation Screen and Selects Auto Reconcile Payments” again

**Final Checks -Ensure that the “Statement Balance” is the same as when loaded**

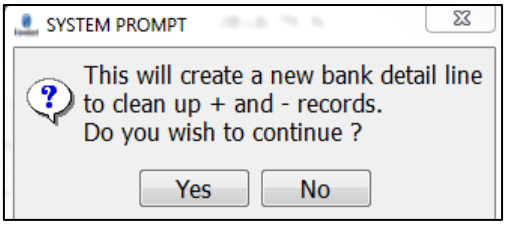
## Reconciliation (Tagging) Rules:


User to ensure All Cheques and Receipts are entered into Expedient
Load Bank File
Expedient Chq No = Bank Statement Chq No ? (must be numeric)
NO
Expedient Chq No contains alpha (A-Z)
and
$ Amt matches Bank Statement $ Amt
and
Expedient Chq Date is within 4 days of Bank Statement Date
OR
1 day AFTER Bank Statement Date?
NO
NO TAG
YES
TAG!
YES
Chq No only appears ONCE in Expedient & Bank Statement?
YES
TAG!
NO
Chq No in Expedient appears more than once. Both Chq's add up to same amount as matching chq Reference on Bank Statement?
YES
TAG!

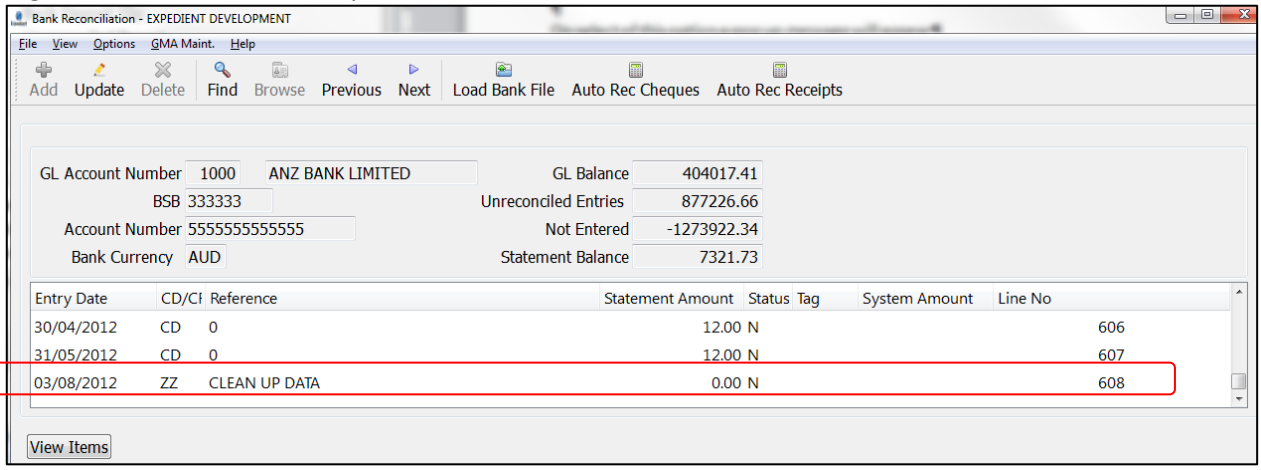
## Create Clean Up Record

Unreconciled items that appear in the "unreconciled report" can be removed using the Create Clean Up Record option from the Input Bank Reconciliation screen.

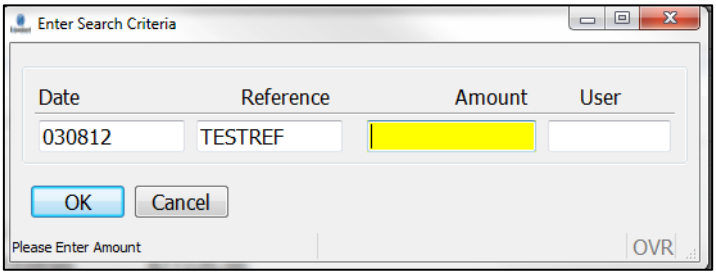
On select of this option a pop up message will appear




Selecting Yes will create a "Clean Up Date" line at the bottom of the reconciliation table.


Bank Reconciliation - EXPEDIENT DEVELOPMENT
File View Options GMA Maint. Help
Add Update Delete Find Browse Previous Next Load Bank File Auto Rec Cheques Auto Rec Receipts
GL Account Number 1000 ANZ BANK LIMITED
BSB 333333
Account Number 5555555555555
Bank Currency AUD
GL Balance 404017.41
Unreconciled Entries 877226.66
Not Entered -1273922.34
Statement Balance 7321.73
Entry Date CD/CI Reference Statement Amount Status Tag System Amount Line No
30/04/2012 CD 0 12.00 N 606
31/05/2012 CD 0 12.00 N 607
03/08/2012 ZZ CLEAN UP DATA 0.00 N 608
View Items

Select Update to enter the Tag column for this Clean Up Data row and use the following screen to log details of the clean up.




On OK the unreconciled items will be removed from the Unreconciled report.

## Bank Reconciliation Questions/Issues:

**Q. How to reconcile two payments to one entry in system:**

A. Users need to make an entry for each entry that appears on the bank statement. Use the General Ledger Payments option to allocate to Contra / Suspense account.

**Q. I have performed the Bank Reconciliation; however there are amounts that do not balance?**

A. Ensure you have performed a Post Gen. Ledger all Months in the General Ledger Menu

A. If you have performed a bank reconciliation with transactions in say, October, however the systems still thinks you are in September, then ensure you start a new period.

# General Banking FAQ's

**Q: A user has accidently paid off all three outstanding invoices for the same creditor instead of paying off just the one. The user has EFT'd payment for the 1 invoice only. What should I do now?**

A: Pay off the remaining amount of money either through EFT or Cheque. As the creditor now has been paid in full over 2 payments, the bank statement will now have 2 entries, however Expedient will only show 1 full payment. This is an issue for Bank Reconciliation.

To fix this:

1. Banking/General Ledger Payments.
2. Add 2 payments under the GL Code of Contra, then minus the full amount paid as initially entered.
3. Then POST.

The system will now show 2 payment entries which will match Bank Statement

**Q: I can't delete a printed invoice**

A: Invoices cannot be deleted after they have been printed. To correct the printed invoice issue a Credit Note for the negative value of the invoice and journal off in Banking.

**Q: I overpaid the Creditor but entered and posted the correct amount in Expedient**

A: If this is an ongoing relationship with the Creditor you could add the extra amount to the General Ledger.

1. Put the negative amount in Contra
2. Add the additional Cheque amount for the overpayment using the original Cheque number

**Q: How to I write off bad debt but claim back the GST**

A: For example $20000 is to be written off with $2000 GST to be claimed back. Treat the $20000 as a bad debt so create a manual credit note for $20000 with GST = Yes.

**Q: I Printed the Bank Rec Report, how do I clear the In and Out entry out of the System?**

A: PICK any cheque or cash receipt you are reconciling manually. Instead of using the normal ZOOM to look up, choose the zoom on the last line of the screen then mark off the plusses and minus that agree.

**Q: How can I correct the date entered for a Cash Receipt?**

A: Enter a corresponding negative value for a cash receipt on the same date as the incorrect Cash Receipt. Then put a positive value cash receipt for the correct date.

**Q: Why is the Bank Reconciliation is out?**

A:

a) A Journal may have been done instead of a Cheque
b) Is the figure on the Bank Statement the same as on the Bank Reconciliation screen? If not was a day missed to download the statement? Are there a lot of cheques on the same day that are no presented?
c) Was 'Post General Ledger' done first for all months before the Bank Reconciliation was done?

If the Bank Reconciliation does not balance, i.e. the Statement Balance is not zero

1. Auto Reconcile Cheques
2. Manually Reconcile using Tag to find the value to set the difference to zero.

**Q: I did a Journal instead of a Cheque. How do I correct this?**

A: Go to G/L Cheques. Add a G/L Cheque to reverse the Journal amount on the suspense account. Then add a G/L Cheque for a negative amount.

**Q: How can I re-open jobs incorrectly closed?**
A: Instead of using Job only Auto Profit, use Job Journal and using the same date as the original Journal.

E.g. Job 1234567

1. DR 1234567 2300 VIS 100.00
2. CR 1234567 4300 VIS -100.00

Then reverse the amounts

1. CR 1234567 2300 VIS -100.00
2. CR 1234567 4300 VIS 100.00

**Q. Client paid USD monies in advance. Have entered in system so it will appear as monies on account and I can deduct from up and coming shipments but will not accept.**

A: Expedient doesn't allow FXC monies to be stored on account. Main reason is that Expedient stores all monies in AUD and storing FXC $$ on account cause issues with correct money amount at time of Exchange rate.
To get around this problem....

Create a job and charges for that customer for the same USD amount, and when it is ready to invoice you have this stored against the job and customer.